

**REQUIRED DOCUMENTATION LIST FOR FOREIGN NATIONALS
SHORT-TERM - VISIT TO RELATIVES OR FRIENDS**

Visas are issued for short term stay of up to 90 days, for the purpose visiting spouse, blood relatives, relatives by affinity, within 3rd degree, or friends/acquaintances. This type of Visa is issued exclusively for the activities which do not include employment or remunerative activities in Japan.

INSTRUCTIONS:

PRELIMINARY EXAMINATION

- Obtain required documents and make sure that all documents meet the general and separate requirements. Separate requirements are listed for each document individually below.
- Pay attention on which documents are prepared by you, and which are prepared by Inviter/Guarantor.
- Scan all documents in order from the list into a single PDF file and send as attachment to > consular@s1.mofa.go.jp
- Our mail system can receive up to 10MB of files per one email. Refrain from using cloud services. Do not paste the documents to the body of the email, send it as attachment.
- All document scans need to be clear and readable on the white background without excess background objects, or fingers holding the documents, etc.
- Do not send documents partially, but only when all required documents are obtained.

GENERAL REQUIREMENTS

- All documents should be filled according to the instructions provided on the Embassy's web-site.
- All documents, except Japanese one should be in English language or be accompanied by English translation created by certified court translation.
- Copies of documents must be clear on white background without excess background, fingers holding the document, etc.

PREPARE THE DOCUMENTS FOR SUBMISSION

- All documents should be printed or photocopied on A4-sized paper.
- Do not use staplers/pins/paper clips to bind documents.
- Collate the documents in order from the list below.
- In case there are more than one applicant submitting the documents, prepare the document sets separately.

OTHER NOTIFICATIONS

- The Embassy of Japan reserves the right to request additional documents, other from the documents listed below, in accordance to the nature of the visa application, whenever it deems necessary.
- The visas are issued at the discretion of the Embassy; Positive results of preliminary examination or application submission does not guarantee automatic approval of visa issuing.
- In case of denial of visa application the Embassy reserves the right not to disclose the reasons of denial.
- We communicate only with applicants directly, throughout the whole procedure for visa application. We will not communicate with proxies, travel agencies, etc.
- If you have any questions regarding the documents or procedure for visa application, contact the Consular department only by phone +381-11-30-12-800. Any questions sent to us by email will be unanswered.

#	REQUIRED DOCUMENTS	Original	Copy
Documents prepared by applicant			
1	Application Form ● Fill the Application Form based on the provided instructions https://www.yu.emb-japan.go.jp/itpr_ja/consular_forms.html ● Application form does not have the "save" option. It can be filled online and printed, or printed blank and filled manually.	●	
2	Valid Passport ● It is desirable for passport to have at least 2 spread blank pages ● For preliminary examination include only the copy of page with personal information and photo into PDF scan of documentation set ● For application documentation submission, include the clear copy of above mentioned page along side original of the passport	●	
3	Residence permit card / sticker ● For preliminary examination include the clear copy of card (front and back) or passport page with sticker into PDF scan of documentation set. Read out of card is not acceptable. ● For application documentation submission include the clear copy of residence permit card (front and back) or passport page with sticker into documentation set. ● You will present original of residence permit card to Embassy staff when submitting application documentation	●	
4	Confirmation of Airplane Ticket Reservation ● Full name of the applicant must be stated in confirmation of reservation. ● Full itinerary of flights must be shown. Flight numbers and dates of inbound and outbound flights from Japan, must be in line with information written on Application form and Travel itinerary form.		●

5	Document to prove kinship, friendship, acquaintance relationship (in case the inviter is non-Japanese national residing in Japan) ● In case of visit to close family member: "Birth Certificate" ● In case of visit to martial partner: "Marriage Certificate" ● Marriage or birth certificate, as well as the statements on extra-marital union must be translated into English language by licensed court translator. ● If the official translation is stapled or ribboned, insert the clear copy of the translation into the application documentation set of one being sponsored. ● You will present original of certificates to Embassy staff when submitting application documentation. ● Embassy will keep the original translation. ● In case of visit to friend, applicant must submit any kind of proof of relationship with inviter (photo with inviter, letter or mail exchanged with inviter, screenshots of chats with inviter, etc.) (Submit printed copy.)	●	
Documents prepared by applicant - in case you do not receive Letter of Guarantee			
6	Bank statement as proof of sufficient funds to finance the trip ● Bank statement must contain full name and passport number of the applicant and information of current funds in applicants bank accounts. ● Bank statement must be acquired no more than 1 month prior to star of the preliminary examination. ● History of translations are not required to be shown on the statement. ● Bank statement must have the seal of the bank and sign of the bank officer in charge. Digital signature or stamps are acceptable.		●
6a	Supplementary documents regarding relationship with financier ● In case the trip is financed by close family (e.g parent, brother, sister or spouse), or extra-martial union partner, applicant must acquire the bank statement of financier, as well as the document that proves familiar relationship with financier. ● Marriage or birth certificate, as well as the statements on extra-marital union must be translated into English language by licensed court translator. ● If the official translation is stapled or ribboned, insert the clear copy of the translation into the application documentation set of one being sponsored. You will submit both original translation and copy of it. ● You will present original of certificates to Embassy staff when submitting application documentation. ● Embassy will keep the original translation. ● In case of adults, financier must travel together with his/her partner.	●	●
Documents prepared by inviter			
7	Letter of Invitation ● Letter of Invitation is called "Shyouhei no riyu sho" (招聘の理由書) in Japanese. ● Form can be downloaded on the web-site of Ministry of Foreign Affairs of Japan, on the following URL: Japanese Version https://www.mofa.go.jp/mofaj/files/000472928.pdf English Version https://www.mofa.go.jp/files/000137089.pdf		●
8	List of Visa applicants ● Only in case several applicants are invited by the same inviter. ● The List of Applicants is called "Shinesisha Meibou" (申請者名望) in Japanese. ● Form can be downloaded on the web-site of Ministry of Foreign Affairs of Japan, on the following URL: Japanese Version https://www.mofa.go.jp/mofaj/files/000472930.pdf English Version https://www.mofa.go.jp/j_info/visit/visa/pdfs/application5.pdf		●
9	Trave Itinerary ● Travel Itinerary is called "Taizai Yoteihyo" (滞在予定表) in Japanese. ● Form can be downloaded on the web-site of Ministry of Foreign Affairs of Japan, on the following URL: Japanese Version https://www.mofa.go.jp/mofaj/files/000472934.pdf English Version https://www.mofa.go.jp/j_info/visit/visa/pdfs/application7.pdf		●
* In case the inviter is covering the expences of travel and accomodation for applicant.			
10	Letter of Guarantee ● Letter of Guarantee is called "Mimoto hoshyo sho" (身元保証書) in Japanese. ● Form can be downloaded on the web-site of Ministry of Foreign Affairs of Japan, on the following URL: Japanese Version https://www.mofa.go.jp/mofaj/files/000472926.pdf English Version https://www.mofa.go.jp/j_info/visit/visa/pdfs/application2.pdf		●
11	Proof of funds of the guarnator (at least one of following) ● Certificate of income: "Shutoku shyomei sho" (所得証明書) ● Certificate of tax declaration: "Kazei shyomei sho" (課税証明書 (市区町村役場発行)) ● Certificate of tax payment: "Nozei shyomei sho 2" (納税証明書 (様式その2)) ● Copy of final tax return: "Kakuteishinko sho hikae no utsushi" (確定申告書控の写し(税務署受理印のあるもの。E-Taxの場合は「受信通知」及び「確定申告書」)) ● Bank statement on current funds in savings accounts: "Yokin zandaka shyomei sho" (預金残高証明書)		●

12	Certificate of Residence - in case guarantor is Japanese national ● Certificate of Residence: "Jumin hyo" (住民票) (注)家族全員の続柄が記載されているもの		●
13	ID, Passports and Certificate of Residence - in case the guarantor is non-Japanese national ● Copy of both sides of the valid residential card or special permanent resident certificate ● Certified copy of resident register: "Jumin hyo" 住民票 (マイナンバー (個人番号), 住民票コード以外の記載事項が省略されていないもの) ● Copy of passport pages, with personal information, landing permit and Japanese visa.		●