

**REQUIRED DOCUMENTATION LIST FOR FOREIGN NATIONALS
LONG-TERM or WORKING**

Visas are issued for the purpose of employment, education or participation on the sports events which do not consider prize funds, as well as for the purpose of long stay over the 90 days.

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.
- 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 onto the body of the email, but send it as PDF 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.
- Do not use staplers/pins/paper clips to bind documents.
- 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.
- Collate the documents in order from the list below.
- In case there are more than one applicants submitting the document, 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
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. ● Prepare 2 application forms for application submission.	●	
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.	●	
Document acquired by proxy/employer			
4	Certificate of Eligibility (COE) ● COE is acquired by proxy/employer in Japan from Immigration Services Agency of Japan. ● You will receive the COE from proxy/employer by email, either as a forwarded email or as a scan of hardcopy of document. ● Include received COE into a single file PDF scan of all required documentation for preliminary examination. ● The Embassy is not involved in process of COE application and cannot provide you with guidance on the procedure.		●