

**REQUIRED DOCUMENTATION LIST FOR FOREIGN NATIONALS
SHORT-TERM - BUSINESS, CULTURAL EXCHANGE, SPORT COMPETITION**

Visas are issued for short-term stays of up to 90 days for business purposes, including market research, maintaining business relations, attending meetings, signing contracts, and providing maintenance services for machines and equipment imported to Japan. They are also issued for participation in cultural exchange programs and sports competitions or tournaments that do not involve potential prize money. This type of visa is granted exclusively for activities that do not involve employment or any remunerative activity in Japan.

INSTRUCTIONS (MUST READ line by line):

PREPARATION FOR PRELIMINARY EXAMINATION

- Obtain all required documents and ensure that each document meets both the general and specific requirements.
- Separate requirements are prescribed for each document in the list of required documents 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 to the body of the email, send it as attachment.
- Ensure all document scans are clear and readable on a white background, with no fingers or unnecessary background objects visible.
- Do not send documents partially, but only after all required documents have been obtained.
- For multiple applicants, scan and organize each applicant's documents as a separate set.
- Make sure to distinguish between documents prepared by the applicant and those prepared by the inviter/guarantor.

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 official English translation issued by certified court translation.
- Ensure all document copies are clear and readable on a white background, without fingers, shadows, or unnecessary background visible.

PREPARATION FOR DOCUMENTS SUBMISSION

- All documents are required to be printed or photocopied on A4-size paper only.
- Collate the documents in order from the list below.
- When submitting documents for a family or couple, document sets must be prepared separately for each applicant.

OTHER IMPORTANT NOTIFICATIONS

- The Embassy of Japan reserves the right to request additional documentation beyond the documents listed below, in accordance with the nature of the visa application.
- 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 reserve the right not to disclose the reasons of denial.
- Applicants must communicate with the Embassy staff directly during the entire visa application process. No communication will be conducted through proxies, travel agencies, or other representatives.
- If you have any questions regarding the documents procedure or schedule for visa application, contact the Consular only by phone at +381-11-30-12-800. Any questions sent to us by email will be unanswered.

#	THE LIST OF REQUIRED DOCUMENTS	Original	Copy
Documents prepared by applicant			
1	Documents on Guarantor's Company, Institution or Organization <ul style="list-style-type: none"> ● Fill the Application Form based on the provided instructions https://www.yu.emb-japan.go.jp/itpr_sr/vize.html#formulari ● Application form does not have the "save" option. It can be filled online and printed, or printed blank and filled manually. 	●	
2	Valid Passport <ul style="list-style-type: none"> ● 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 alongside original of the passport. 	●	●
3	Residence permit card / sticker <ul style="list-style-type: none"> ● For preliminary examination include the clear copy of card (front and back) or passport page with sticker into PDF scan of documentation set. <u>Read out of card is not acceptable.</u> ● 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	Employment certificate / Document that proves the purpose of the travel <ul style="list-style-type: none"> ● It must contain your full name and passport number, tenure, salary, current position, with description of travel purpose, and duration of travel, with signature of officer in charge, and stamp of the company. Digital signature or stamps are acceptable. 	●	
5	Confirmation of Airplane Ticket Reservation <ul style="list-style-type: none"> ● 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. 		●
Documents prepared by applicant - in case you do not receive Guarantee			
6	Bank statement as proof of sufficient funds to finance the trip <ul style="list-style-type: none"> ● 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 start of the preliminary examination. ● History of transactions 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. 		●
Documents prepared by inviter			
7	Letter of Invitation <ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ● 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	Travel Itinerary <ul style="list-style-type: none"> ● 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/files/000472934.pdf English Version https://www.mofa.go.jp/j_info/visit/visa/pdfs/application7.pdf 		●
* In case the inviter is covering the expenses of travel and accommodation for applicant.			
10	Letter of Guarantee <ul style="list-style-type: none"> ● 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	Documents on Guarantor's Company, Institution or Organization <ul style="list-style-type: none"> ● Document which provides brief summary of inviter's company, institution or organization is called "Kaishya Dantai Gaiyo Setsumei sho" (会社・団体概要説明書) 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/000472932.pdf English Version https://www.mofa.go.jp/j_info/visit/visa/pdfs/application6.pdf ● Instead of the document above, legal entity can provide the Certificate of Legal Person which is called "Hojin Tokibo Touhon" (法人登記簿謄本) in Japanese, or Quarterly Corporate Report, which is called "Kaishya Shiki Ho" (会社四季報) in Japanese. ● In case the guarantor is physical entity, Certificate of Employment is required instead of above listed. 		●