

### Outline of Application Procedures for Japanese Entry Visas for Philippine Nationals

The following is an outline of application procedures to be followed when Philippine nationals apply for temporary visitor visas (for staying in Japan up to 90 days) for such purposes as short-term business affairs, cultural exchange, visiting relatives/acquaintances, and tourism.

- A visa application for “short-term business affairs, etc.” means a visa application for the following purposes:
  - Cultural exchange, exchange between municipalities, sports exchange, etc.
  - Business liaison, participation in meetings, business consultations, contract signing, after-sales service, advertising, market research, etc., conducted for business purposes during a short period of stay in Japan
- A visa application for “visiting relatives/acquaintances, etc.” means a visa application for the purpose of visiting relatives (in principle, the spouse, blood relatives and relatives of up to the third degree) and acquaintances (including friends), or for the purpose of tourism.

**(Note) In either case, it is not permitted to perform activities to undertake revenue-generating business operations or activities to receive remuneration.**

General cautions pertaining to visa applications. Be sure to read the following points.

1. An inviting person/guarantor needs to prepare the “documents provided from Japan” listed on Page 4 prior to a visa application.
2. When these documents are ready, an inviting person/guarantor shall send them to the visa applicant. Please be sure to send these documents to the visa applicant, not to the Ministry of Foreign Affairs or to the Japanese embassy/consulate-general/consular office. It is recommended for the inviting person/guarantor to personally keep a duplicate file of copies of these documents.
3. When the visa applicant has gathered the documents listed in the table on page 4, please submit all of them to the consulate-general or consular office that has jurisdiction over the visa applicant’s place of residence\*. (The application cannot be filed in Japan). The required documents must be valid at the time of visa application, and must be submitted within three months of their date of issue. The documents submitted at the time of application are not to be returned to the applicant, with the exception of passports.

\*From July 30, 2007 the Embassy of Japan in the Philippines and the consular offices in both Cebu and Davao will no longer accept applications directly from applicants, but instead will accept applications through accredited travel agents. See page 6, “Notification” for details.

4. When all the necessary documents for the visa application are submitted, the Embassy of Japan /consular office will accept the application and examine it. The examination period is approximately one week, though it may vary depending on the contents of the application. The applicant may be required to submit additional documents which are deemed necessary for the examination. (The accredited travel agents may notify the visa applicant or the inviting person/guarantor of additional material.) When any necessity arises, documentation may be sent to the Ministry of Foreign Affairs in Tokyo for examination.

Examples of additional documentation: proof of employment, copy of the passport, copy of the driver’s license, baptismal certification, proof of residence, school records (primary or secondary school), graduation albums, proof that applicant is unmarried, work history, health check results, copy of maternal health notebook.

The documents required as supplemental materials will vary by local circumstances and the purpose of journey. Please contact the consulate-general or consular offices that has jurisdiction over the visa applicant’s place of residence in advance directly.

Furthermore, the required documentation can be confirmed at the web page of the Japanese Embassy in the Philippines, at [www.ph.emb-japan.go.jp](http://www.ph.emb-japan.go.jp)

5. The validity of a visa is three months. The period of validity cannot be extended.
6. The Japanese consulate-general in Manila will notify the applicant of the results of the examination through accredited travel agents.
7. Cautions pertaining to documents to be prepared in Japan.
  - (1) Letter of Reason for Invitation (Note) The “Letter of Reason for Invitation” form (A4 size) is shown on Page 8.
    - (a) Please address it to the Japanese ambassador in the Philippines.
    - (b) Include details pertaining to the kinds of activities the applicant will be performing in Japan related to the purpose of journey to Japan. (Please write specifically about the background and purpose of the invitation, not general reasons such as “tourism,” “visiting friends,” or “visiting relatives.”)
    - (c) Be sure to enter the address, name, and telephone number in the column for the inviting person, and please put your company seal or representative’s seal on this form. Private seals are unacceptable. In case your company/organization does not have an appropriate seal, a signature written by the person in charge would be acceptable.
    - (d) Please enter the applicant’s name in alphabetic characters. Also, when there are multiple applicants, enter “Additional \*\* applicants, as shown in the attached list” after the name of the principle applicant, and attach a list of names with the nationalities, employment statuses, and dates of birth of all applicants.
  - (2) Schedule of Stay (Note) The “Schedule of Stay” form (A4 size) is shown on Page 10.
    - (a) Be sure to enter the date of arrival and the date of departure. In addition, if the name that will be used when entering and leaving Japan and the names of the ports of entry and departure are known, be sure to enter them as well.
    - (b) Enter details of the place the applicant will be staying (if it will be a hotel, include the name, address, and telephone number).
    - (c) It is necessary to create a schedule of stay for every day of the visit, but if similar activities will be conducted on consecutive days, it is permissible to enter “Year – month – day to year – month – day” in the Dates column.
  - (3) Letter of Guarantee (Note) The “Letter of Guarantee” form (A4 size) is shown on Page 12.
    - (a) Please note that if any item is omitted from the Letter of Guarantee (or if the seal is not included), the documentation will be considered incomplete.
    - (b) Please follow instructions for the Letter of Reason for Invitation for other entry requirements.
  - (4) Family register  
Please submit a family register or certified copy of the entire register issued by the head of the town or region of principle residence that has been issued within the last three months.
  - (5) Proof of income (or proof of tax withholding)  
Please submit an original certificate that has been issued by the head of the town or region of residence for the previous year (or the year before that if it has not been issued) that includes gross income.
  - (6) Proof of payment of taxes  
Please submit an original certificate issued by the tax authority with jurisdiction over your place of residence for the previous year (or the year before that if it has not been issued) that includes gross income (Form number 2).
  - (7) A copy of the counterfoil of final tax return  
Please submit a copy of the counterfoil of final tax return with the seal of reception of the Tax Office.  
(e-Tax: please submit 「Receipt notification」 and 「Final tax return」 )
  - (8) Documentation from the inviting organization when the purpose is short-term business affairs
    - (a) The inviting organization, in principle, should be a corporate body, an organization, the state or a local government. However, for example, if a university is extending an invitation for the purpose of exchanges in the name of a professor/associate professor, the professor/associate professor is recognized as the inviting organization.

- (b) Registered corporations should use an original certified copy of the corporate register that has been issued within the last three months (not required for the national or regional governments). In the case of a company listed on a stock exchange in Japan, it may alternatively submit a copy of the latest Kaisha Shikiho (Japanese Company Handbook).
- (c) Unregistered corporations should prepare a “Summary of the Company/Organization” and submit it instead of a corporate register. The form “An Overview of the Company/Organization” (A4 size) is shown on Page 13.
- (d) In the case of an invitation by a university professor/associate professor, please submit the Certificate of Employment instead.

8. Contact details for enquiries about visa application procedures and examinations

- Embassy of Japan in Republic of the Philippines  
English, Filipino (+63-2)834-7514  
Japanese (+63-2)834-7508
- Consular Office in Cebu (+63-32) 231-7321/7322
- Consular Office in Davao (+63-82) 221-3100/3200

(In Japan)

Ministry of Foreign Affairs Visa Information Service 03-5501-8431

- \* This telephone service uses an automated answering system. When you are connected, follow the recorded voice guidance to operate your phone.
- \* Enquiries about the status of visa application examinations are accepted between 10 a.m. and 12 p.m. and between 2 p.m. and 4 p.m. on weekdays.
- \* The name of the Japanese embassy/consulate general where a visa application was made and the “Document Number” with which the application document was forwarded to the Ministry of Foreign Affairs are necessary to make an enquiry about the status of the application examination. Please check them with the visa applicant before making an enquiry.
- \* Office hours of the Center for Consular Services(Visa Section) are from 9:00 a.m. to 12:30 p.m., and between 1:30 p.m. to 5 p.m.
- \* Enquiries about the reasons for refusal of visa issuance cannot be accepted.

<<Work and Long-term Stays>>

When a visa application is made for the purpose of employment, residency, etc., in Japan, it is necessary for a proxy in Japan (an inviting person/guarantor) to obtain the “Certificate of Eligibility” and to send it to the visa applicant. The visa applicant must submit the original Certificate of Eligibility and other required documentation to the Japanese embassy/consulate-general/consular office to make the application.

In order to obtain the Certificate of Eligibility, a proxy should contact the nearest Regional Immigration Bureau of the Ministry of Justice to the proxy’s place of residence in Japan (an application for the Certificate of Eligibility cannot be made at the Ministry of Foreign Affairs).

When the Certificate of Eligibility cannot be obtained for some reason, a visa application can be made directly at the Japanese embassy/consulate-general/consular office. Please be advised that in such cases, it may take considerable time before the results of the visa application are known).

**A List of Basic Documentation to Be Submitted for Applications for Visa for “Temporary Visits” (Philippine nationals)**

	<b>Visiting Relatives</b>	<b>Visiting Acquaintances/Tourism</b>	<b>Short-Term Business Affairs, etc.</b>
Purpose of Visit	<ul style="list-style-type: none"> <li>• Visiting blood relatives/relatives by affinity within the third degree</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting acquaintances (friends)</li> <li>• Tourism</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in meeting</li> <li>• Business affairs (business liaison, business talks, contract signing, after-sales services, advertising, market research)</li> </ul>
Documents to be submitted	<p><b>(Provided by visa applicant)</b></p> <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. Visa application - 1 copy</li> <li>3. Photo - 1 photo</li> <li>4. Birth certificate (Note 1)</li> </ol> <p>Including the birth certificate that can attest that the relationship of the applicant to the Japanese relatives is within the third degree.</p> <p>Example: when a wife of Philippine nationality residing in Japan invites her younger brother, 2 certificates - the younger brother's (applicant) birth certificate and wife's birth certificate - are required.</p> <ol style="list-style-type: none"> <li>5. Marriage certificate (Those already married only, see Note 2)</li> <li>6. Documents to prove ability to pay for travel expenses <ul style="list-style-type: none"> <li>• A certificate of income or a tax declaration certificate issued by a public agency</li> <li>• Certificate of deposit balance</li> </ul> </li> </ol> <p><b>(Provided from Japan)</b></p> <ol style="list-style-type: none"> <li>1. Letter of reason for invitation</li> <li>2. Documents pertaining to the reason for invitation (copies of medical checkup, maternal health log, etc.)</li> <li>3. Family register (when the inviting person or his/her spouse is Japanese)</li> <li>4. A certificate of residence (with description of his/ her family relationship with all family members)</li> </ol> <p>(Note) When the guarantor is a foreign national, submit a photocopy of the both sides of the valid Residence card (the Alien Registration), a Certificate of residence without omission of matters listed except for Resident Record Code, and a photocopy of his/her passport (including the pages of status items, the record of entry/departure, and permission of residence)</p> <p><b>(Please submit the following documents if the guarantor pays a part or all of the travel expenses)</b></p> <ol style="list-style-type: none"> <li>1. Letter of guarantee</li> <li>2. One of the following documents pertaining to the guarantor: <ul style="list-style-type: none"> <li>• A certificate of income or certificate of tax withholding (issued by the head of administration local office at place of residence)</li> <li>• A certificate of deposit balance</li> <li>• A photocopy of the counterfoil of final tax return with the seal of reception of the Tax Office. (e-Tax: please submit 「Receipt Notification」 and 「Final Tax Return」 )</li> <li>• Certificate of tax payment (Form number 2 issued by the tax office)</li> </ul> </li> </ol> <p>(Note) Please submit the document including gross income.</p>	<p><b>(Provided by visa applicant)</b></p> <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. Visa application - 1 copy</li> <li>3. Photo - 1 photo</li> <li>4. Birth certificate (Note 1)</li> <li>5. Marriage certificate (Those already married only, see Note 2)</li> <li>6. Documents attesting to acquaintance relationship (Except for tourism)</li> </ol> <p>[Examples] • Photograph, letter, e-mail, international telephone call log, money (or goods) transmittal, etc.</p> <ol style="list-style-type: none"> <li>7. Documents to prove ability to pay for travel expenses <ul style="list-style-type: none"> <li>• A certificate of income or a tax declaration certificate issued by a public agency</li> <li>• Certificate of deposit balance</li> </ul> </li> </ol> <p><b>(Provided from Japan)</b></p> <ol style="list-style-type: none"> <li>1. Letter of reason for invitation</li> <li>2. Documents pertaining to the reason for invitation (explanation of acquaintance, family register, etc.)</li> <li>3. Schedule of Stay</li> <li>4. A certificate of residence (with description of his/ her family relationship with all family members)</li> </ol> <p>(Note) When the guarantor is a foreign national, submit a photocopy of the both sides of the valid Residence card (the Alien Registration), a Certificate of residence without omission of matters listed except for Resident Record Code, and a photocopy of his/her passport (including the pages of status items, the record of entry/departure, and permission of residence)</p> <p><b>(Please submit the following documents if the guarantor pays a part or all of the travel expenses)</b></p> <ol style="list-style-type: none"> <li>1. Letter of guarantee</li> <li>2. One of the following documents pertaining to the guarantor: <ul style="list-style-type: none"> <li>• A certificate of income or certificate of tax withholding (issued by the head of administration local office at place of residence)</li> <li>• A certificate of deposit balance</li> <li>• A photocopy of the counterfoil of final tax return with the seal of reception of the Tax Office. (e-Tax: please submit 「Receipt Notification」 and 「Final Tax Return」 )</li> <li>• Certificate of tax payment (Form number 2 issued by the tax office)</li> </ul> </li> </ol> <p>(Note) Please submit the document including gross income.</p>	<p><b>(Provided by visa applicant)</b></p> <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. Visa application - 1 copy</li> <li>3. Photo - 1 photo</li> <li>4. Certificate of employment</li> <li>5. Documents to prove ability to pay travel expenses <ul style="list-style-type: none"> <li>• Orders to travel from employing department</li> <li>• Letter of temporary assignment</li> <li>• Documents that are equivalent to the above</li> </ul> </li> </ol> <p><b>(Provided from Japan)</b></p> <ol style="list-style-type: none"> <li>1. Letter of reason for invitation (Please be sure to prepare this)</li> <li>2. Clarify activities during stay by one of the following documents: <ul style="list-style-type: none"> <li>• Contract between companies</li> <li>• Meeting notes</li> <li>• Transaction product documentation, etc.</li> <li>• Documents that are equivalent to the above</li> </ul> </li> <li>3. Schedule of Stay</li> <li>4. Corporate registration or explanation of the company/organization (absolutely necessary for those other than listed companies or public organizations)</li> </ol> <p>(Note)</p> <ul style="list-style-type: none"> <li>• Listed companies may submit a copy of the quarterly corporate report instead of the corporate registration or explanation of the company/organization</li> <li>• Inviting persons who are individuals may submit a business permit or certificate of employment instead of the corporate registration or explanation of the company/organization</li> </ul> <p><b>(Please submit the following documents if the guarantor pays a part or all of the travel expenses)</b></p> <ul style="list-style-type: none"> <li>• Letter of guarantee</li> </ul>

(Note 1) Please submit a copy of a birth certificate that was issued by the National Statistics Office (NSO) on security paper. If the certificate is illegible because it is crumpled or some of the content cannot be confirmed because an edge of the copy is missing, etc., please submit a birth certificate issued by the local government office in addition. Also, those whose birth certificate registration was delayed should submit certificate of baptism, school report cards (primary and secondary schools) and graduation albums in addition along with it.

(Note 2) Please submit a copy of a marriage certificate that was issued by the National Statistics Office (NSO) on security paper.

## **Visa Application through Accredited Agencies**

As the result of an overall review of visa application procedures, it is decided that all visa applications except cases indicated in 2 below must be made at the Embassy of Japan in the Philippines through the agencies accredited by the Embassy, effective 30th July, 2007. From the date onward, the Embassy of Japan in the Philippines as well as the consular offices in Cebu and Davao, will no longer accept direct visa applications by applicants, except cases indicated in 2 below. (However, there may be cases where applicants will be requested to appear in person for an interview to the designated consulate or consular offices.)

### **1. Applications filed through accredited agencies**

Effective 30th of July, 2007, visa applications at the Embassy of Japan in the Philippines must be made through agencies accredited by the Embassy. All applications through these accredited agencies will be accepted at the Embassy of Japan in the Philippines.

### **2. Exceptions for application through accredited agencies**

It is possible to apply directly to the Embassy of Japan in the Philippines and to the consular offices in Cebu and Davao in exceptional cases such as travel for diplomatic or public purposes, or when the applicant was invited directly by a Japanese government institution or independent administrative agency. Contact the Embassy or the consular offices in advance when there are special circumstances such as humanitarian matters.

### **3. Application Procedure**

Please refer to the list of accredited travel agents on page 7 that have been designated by the Japanese embassy in the Philippines (as of May 2007). When using these accredited travel agents, please understand that there will be additional discretionary handling charges because they are private organizations.

Please contact the Embassy of Japan in the Philippines if you have questions pertaining to the handling of this matter.

Embassy of Japan in Republic of the Philippines

Telephone: 63-2-834-7508

FAX: 63-2-551-5785

e-mail: [ryoji@ma.mofa.go.jp](mailto:ryoji@ma.mofa.go.jp)

Home page: [http://www.ph.emb-japan.go.jp/visiting/consular\\_j/new%20visa/top.htm](http://www.ph.emb-japan.go.jp/visiting/consular_j/new%20visa/top.htm)

LIST OF ACCREDITED AGENCIES			
A. For ANY visa application			
COMPANY NAME		ADDRESS	PHONE #
Discovery Tour, Inc. <a href="http://www.discoverytour.ph/japanvisa">http://www.discoverytour.ph/japanvisa</a>	Main Office	Unit301G/Floor Sagittarius Building,H.V.Dela Costa Street,Salcedo Village,Makati City.	02-892-2849 02-818-7716 Local 121 0915-320-0780 0999-943-5231 0932-650-420
	Cebu Branch	G/Floor Casinillo Buiding,Pajo,Airport Road,Lapu-Lapu City.	032-341-1923 032-341-1935
RAJAH TRAVEL CORPORATION <a href="http://www.rajahtravel.com">http://www.rajahtravel.com</a>	Manila Branch	Ground Flr., GLC Bldg., A. Mabini cor. T.M. Kalaw St. Ermita, Manila	02-523-8801 to 07
RELI TOURS & TRAVEL AGENCY <a href="http://www.relitours.ph">http://www.relitours.ph</a>	Dusit Thani Hotel Main Office	Mezannine Floor, Dusit Thani Hotel, Ayala Center, Makati City	• 0906-513-6777 • 02-893-9226 • 02-893-7259 • 02-840-1861 • 02-867-3655 • 02-894-1210 • 02-894-1213 • Japanese
	SM Mall of Asia Branch	South Entrance,SM Department Store, SM Mall of Asia, Bay City, Pasay City	• 0906-513-6777 • 02-556-1445 to 47 • 02-556-0546 • Japanese
	SM MEGAMALL Branch	5th Flr., Bridge way, SM MEGAMALL, EDSA, Mandaluyoung City	0906-513-6555 • 02-637-4694 to 96 • 02-637-5020 • 02-632-9207 • Japanese
	SM SOUTHMALL Branch	Basement Level,Door2, SM SOUTHMALL Alabang Zapote Road, Laspinas City	0906-513-6222 • 02-800-4948 to 50 • 02-805-3588 • Japanese
ATTIC TOURS PHILS.,INC <a href="http://www.attictours.asia">http://www.attictours.asia</a>	Roxas Blvd.Manila Main Office	Unit 202 Coko Bldg.1,Patio Madrigal Compound,2550 Roxas Blvd.,Pasay City 1302	02-556-6301 to 6305
	Traders Hotel Branch	Ground Floor,Traders Hotel Manila,3001 Roxas Blvd.,PsayCity 1305	02-984-0566 02-668-9845 02-516-0699
	Cebu Office	Lobby,Waterfront Airport Hotel 1 Airport Road,Lapu-lapu City,Mactan Island,Cebu	032-341-2299 032-341-2011 032-341-2012 032-341-2015
FRIENDSHIP TOURS AND RESORTS CORPORATION <a href="http://www.friendshipmanila.com">http://www.friendshipmanila.com</a>	Main Office	3rd. Flr., Dusit Thani Manila, Ayala Center, Makati City	02-810-9622 02-893-8180 02-819-5644 0915-839-4654 0920-487-6880 0922-564-9061
	Cebu Office	Unit 101 Bldg. 1, Oakridge Business Park, 880 A.S. Fortuna St., Banilad, Mandaue City	032-345-3459 032-344-4825 0917-724-3373
B. For application WITHOUT Japanese Guarantor			
COMPANY NAME		ADDRESS	PHONE #
PAN PACIFIC TRAVEL CORPORATION <a href="http://www.panpacifctravel.ph">http://www.panpacifctravel.ph</a>	Main Office	353 E.T. Yuchengco St., Binondo, Manila	02-243-6666
	Ermita Branch	Space A, Ground Flr. & 2nd. Flr., Pacific Pace Apartelle suite, 539 Arquiza St., Ermita, Manila	02-521-3141 to 46
	Makati Branchi	LG01, Herrera Tower Condo, 98 V.A. Rufino St. (Herrera St.) cor. Valero St., Salcedo Vil., Makati City	02-810-8551 to 56
	Cebu Branch	Diplomat Hotel, 90 F. Ramos St. Cebu City	032-254-0343 /0345/0347/0349

## Letter of Reason for Invitation

(Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

To: (Ambassador/Consul-General) of Japan in

### Inviting Person

(When an inviting person and a guarantor are the same, you may skip this section by writing "omitted".)

Address: 〒 \_\_\_\_\_ - \_\_\_\_\_

Full name :(Notre)

(Seal)

Telephone number: ( \_\_\_\_\_ ) - \_\_\_\_\_ (Extension \_\_\_\_\_ )

FAX number: ( \_\_\_\_\_ ) - \_\_\_\_\_

[Fill in the following items when the company/organization is extending the invitation.]

Contact person's division:

Contact person's full name:

Contact person's telephone number: ( \_\_\_\_\_ ) - \_\_\_\_\_ (Extension \_\_\_\_\_ )

Contact person's FAX number: ( \_\_\_\_\_ ) - \_\_\_\_\_

### Visa Applicant

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Nationality :

Occupation :

Full name (in Latin alphabet) : \_\_\_\_\_ (Male/Female) \_\_\_\_\_ additional applicants

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age: \_\_\_\_\_ )  
(Year) / (Month) / (Day)

### **The purpose of inviting the above person(s) is as follows:**

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

- (1) Purpose of invitation
  
- (2) Background to invitation  
(Explain the background to this invitation in detail.)
  
- (3) Relationship with visa applicant(s)

### **(Note)**

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.

# List of Visa Applicants (Example)

## [Visiting Relatives/Acquaintances]

Applicant 1 Nationality :  
Occupation :  
Full name : (Male ▪ Female) Date of  
birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)  
Relationship to the inviting person/guarantor :

Applicant 2 Nationality :  
Occupation :  
Full name : (Male ▪ Female) Date of  
birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)  
Relationship to the inviting person/guarantor :

Applicant 3 Nationality :  
Occupation :  
Full name : (Male ▪ Female) Date of  
birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)  
Relationship to the inviting person/guarantor :

## [Short-term business affairs, etc.]

Applicant 1 Nationality :  
Occupation :  
Full name : (Male ▪ Female) Date of  
birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)

Applicant 2 Nationality :  
Occupation :  
Full name : (Male ▪ Female) Date of  
birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)

Applicant 3 Nationality :  
Occupation :  
Full name : (Male ▪ Female) Date of  
birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)



### Schedule of Stay (Example)

The schedule of stay in Japan of the visa applicant(s) is as follows:

[Short-term Business Affairs, etc.]

Date	Activity Plan	Contact	Accommodation
y/m/d	Arrive in _____ from _____ aboard flight _____	Cell phone (accompanying person: _____) Tel.	Name of hotel/accommodation Tel.
y/m/d	Business talks at _____ company	_____ company (contact person: _____) Tel.	Same as above
y/m/d	Visit _____ plant Move to another location by Shinkansen	Cell phone (accompanying person: _____) Tel.	Same as above
y/m/d	Preparations for returning to home country after sightseeing in _____	Cell phone (accompanying person: _____) Tel.	Same as above
y/m/d	Return home from _____ to _____ on flight _____		

[Visiting Acquaintances, etc.]

Date	Activity Plan	Contact	Accommodation
y/m/d	Arrive in _____ from _____ aboard flight _____	Name of inviting institution (Name of person responsible) Tel.	The inviting person's home Tel.
y/m/d	Attending a wedding reception at _____ Hall	Cell phone (accompanying person: _____) Tel.	Same as above
y/m/d	Visiting a person named _____ at _____ Hospital	Prefectural _____ Hospital Tel.	Same as above
y/m/d	Return home from _____ to _____ on flight _____		

# Letter of Guarantee

(Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

To: (Ambassador/Consul-General) of Japan in

## Visa Applicant

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, enter the representative's status below, and attach a list of all applicants.)

Nationality:

Occupation:

Full name (in Latin alphabet): \_\_\_\_\_ (Male/ Female) \_\_\_\_\_ additional applicants

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age: \_\_\_\_\_ )  
(Year) / (Month) / (Day)

**I will guarantee the following items regarding the above-mentioned applicant's entry into Japan:**

1. Expenses for the applicant's stay in Japan
2. Return travel expenses
3. Compliance with Japanese laws and regulations

**I hereby declare that the above is true.**

## Guarantor

Address: 〒 \_\_\_\_\_ - \_\_\_\_\_

Occupation/Name of organization:

Full name: (Note)

Seal

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age: \_\_\_\_\_ )  
(Year) / (Month) / (Day)

Telephone number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ (Extension \_\_\_\_\_ )

FAX number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Relationship with the visa applicant(s)

[Enter the following items when the company/organization is extending the invitation.]

Contact person's division:

Contact person's full name:

Contact person's telephone number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ (Extension \_\_\_\_\_ )

Contact person's FAX number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

## (Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.

## An Overview of the Company/Organization

\_\_\_\_ (Year) \_\_\_\_ (Month) \_\_\_\_ (Day)

Name of Company/Organization

Name of the Representative

Address

Capital: JPY

Annual sales: JPY

Number of employees: Persons

Businesses

History

List of branches in Japan and overseas (Name, Location, Telephone number)

Business and exchange ties with the invited party and background

\*Use this form for a company/organization not yet registered if there are no other materials to explain its overview (a pamphlet, etc.).