

Outline of Application Procedures for Japanese Entry Visas by Russian Nationals or Nationals of NIS Countries

The following is an outline of application procedures for Russian nationals or nationals of NIS countries (Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyz, Moldova, Tajikistan, Turkmenistan, Ukraine and Uzbekistan) who apply for temporary visitor's visas (for a stay in Japan of up to 90 days) for such purposes as short-term business affairs, visits to relatives/acquaintances and tourism with travel agency guarantee.

- ◆ 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 “visits to relatives/acquaintances, etc.” means a visa application for the purpose of visiting the inviting person's relatives (in principle, the spouse, blood relatives and relatives by affinity of up to the third degree) and acquaintances (including friends), or for the purpose of tourism.
- ◆ A visa application for “tourism with travel agency guarantee” means a visa application for the purpose of tourism guaranteed by a travel agency.

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

1. Prior to a visa application, an inviting person/guarantor needs to prepare “documents provided from Japan” listed on Pages from 2 to 4 (Note: some documents required differ for “short-term business affairs, etc.,” “visits to relatives/acquaintances, etc.” and “tourism with travel agency guarantee”). The inviting person may be the same as the guarantor.
2. When these documents are ready, an inviting person/guarantor shall send them to a visa applicant, not to the Japanese embassy/consulate-general. It is recommended for an inviting person/guarantor to personally keep a duplicate file of copy of these documents.
(Note) Since procedures for the visa application may take a long period of time, the necessary documents should be prepared and sent to the visa applicant as early as possible.
3. The visa applicant needs to prepare a passport and visa application form together with the above-mentioned documents. As the applicant may be asked to submit additional documents according to the local situation and purpose of visit, please inquire directly to the embassy/consulate-general with jurisdiction over the visa applicant's place of residence well in advance.
4. When all these documents are ready, the visa applicant is advised to file a visa application at the Japanese embassy/consulate-general with jurisdiction over the visa applicant's place of residence. (The application cannot be filed in Japan). The required documents shall be valid at the time of visa application, and shall 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.
5. 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. Furthermore, the documents may be forwarded to the Ministry of Foreign Affairs in Tokyo for an examination.
6. The validity of a visa is three months. The period of validity cannot be extended.
7. The overseas diplomatic mission will notify the applicant of the results of the examination.

《 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 to obtain the “Certificate of Eligibility” and for the visa applicant to file a visa application to the Japanese embassy/consulate-general by submitting the original copy of the Certificate of Eligibility. In order to obtain the Certificate of Eligibility, a proxy in Japan 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).
- ◆ The documents to be submitted when a visa application is made with the presentation of the “Certificate of Eligibility” include two visa application forms (both with photographs attached), passport and the Certificate of Eligibility. If the applicant is a Ukrainian national, the applicant must also submit a birth certificate. The applicant may be asked to submit additional documents. For details, please contact the Japanese embassy/consulate-general with jurisdiction over the applicant's place of residence.
- ◆ When the Certificate of Eligibility cannot be obtained for some reason, a visa application can be made directly at the Japanese embassy/consulate-general. Please be advised that in such cases, it may take considerable time before the status of the visa application is known.

Contact for enquiries about visa application procedures and examinations

(In Japan)

The Foreign Nationals' Affairs Division, Consular Affairs Bureau, Ministry of Foreign Affairs: 03-5501-8431

- ♦ This telephone service uses an automated answering system. When you are connected, follow the recorded voice guidance.
- ♦ 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 the visa application was made and the number with which the application documents were forwarded to the Ministry of Foreign Affairs are necessary to make an enquiry about the status of the application examination. Please verify them with the visa applicant before making an enquiry.

- ♦ Enquiries about the reason for refusal of visa issuance cannot be accepted.

The Ministry of Foreign Affairs Web site: http://www.mofa.go.jp/j_info/visit/visa/index.html

(In Russia)

The Japanese Embassy in Russia: 7-495-229-2520

(Jurisdiction: Russia (except for regions that fall under the jurisdiction of the consulates-general below) and Armenia)

The Japanese Consulate-General in Khabarovsk: 7-4212-413048

(Jurisdiction: Buryat Republic, Sakha Republic (Yakutia), Khabarovsk Region, Amur Province, Irkutsk Province, Chita Province, Jewish Autonomous Region and Agin-Buryat Autonomous District)

The Japanese Consulate-General in Sankt-Peterburg: 7-812-314-1434

(Jurisdiction: Leningrad Province)

The Japanese Consulate-General in Vladivostok: 7-4232-267481

(Jurisdiction: the Maritime Region, Kamchatka Province, Magadan Province and Koryakskii Autonomous District)

The Japanese Consulate-General in Yuzhno-Sakhalinsk: 7-4242-726055

(Jurisdiction: Sakhalin Province)

(In NIS countries)

The Japanese Embassy in Azerbaijan: 994-12-490-7818

(Jurisdiction: Azerbaijan and Georgia)

The Japanese Embassy in Belarus: 375-17-203-6233

(Jurisdiction: Belarus)

The Japanese Embassy in Kazakhstan: 7-717-297-7843

(Jurisdiction: Kazakhstan)

The Office of Consul in Almaty: 7-727-298-0600

(Jurisdiction: Kazakhstan)

The Japanese Embassy in Kyrgyz: 996-312-611875

(Jurisdiction: Kyrgyz)

The Japanese Embassy in Tajikistan: 992-372-213724

(Jurisdiction: Tajikistan)

The Japanese Embassy in Turkmenistan: 993-12-477081

(Jurisdiction: Turkmenistan)

The Japanese Embassy in Ukraine: 380-44-490-5500

(Jurisdiction: Ukraine and Moldova)

The Japanese Embassy in Uzbekistan: 998-71-120-8060

(Jurisdiction: Uzbekistan)

For the other overseas diplomatic mission: http://www.mofa.go.jp/about/emb_cons/over/index.html

Documents to be prepared in Japan

[Short-term business affairs, etc.]

1. Letter of Reason for Invitation (Note) The "Letter of Reason for Invitation" form (A4 size) is shown on Page 5.

- (1) Make sure the date of preparation is written without fail.
- (2) The letter should be addressed to the ambassador or the consul-general.
- (3) Purposes of entry;
Please state the purpose of entry in detail to explain activities planned in Japan. (Describe the specific activities, instead of vague references such as "business affairs" etc.)
- (4) Column for inviting person;
Be sure to specify the address, full name, and phone number. In the case of a company/organization, the name of the inviting person should be accompanied with the name of the company/organization as well as the inviting person's title at the company/organization.
*For a company/organization, set the company seal as well as a personal seal of the representative of the company/organization.
- (5) Column for visa applicant
Make sure the name is written in the Latin alphabet represented on his/her passport. When there are two or more visa applicants, write in items on the status of the representative applicant in the blank space and prepare a list of all applicants to be attached to this Letter.
- (6) Column for background to the invitation

Explain details about the background to the invitation and the relationship between the inviting person and the applicant(s). When the column is not sufficient for the detailed description, prepare a separate sheet and enter “see additional sheet” for the sake of convenience.

2. Schedule of Stay (Note) The “Schedule of Stay” form (A4 size) is shown on Page 7.
Please follow example shown in “Schedule of Stay” [Short-term business affairs, etc.] on Page 8.
3. Letter of Guarantee (Note) The “Letter of Guarantee” form (A4 size) is shown on Page 9.
 - (1) Be sure to complete all items in the Letter of Guarantee, as the omission of even a single item renders the Letter of Guarantee incomplete (the same goes for an omission of a seal).
 - (2) Complete the form in the same manner as the Letter of Reason for Invitation.
 - (3) The Letter of Guarantee may be omitted if the inviting person is in a position equivalent to or higher than the director of a section of the ministries, agencies or offices of the Japanese Central Government, the person in a position equivalent to or higher than the head of a section of an independent administrative research institution of the State or professor/associate professor of universities and the visa applicant is being invited in the course of the inviting person’s work.
4. Documents on the Inviting Organization (When the same relevant documents as those for the latest visa application were already submitted to the same diplomatic mission in the same calendar year, submission of copies of those documents will suffice.)

(Note) 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.

 - (1) A certified copy of the incorporation register (issued within the last three months), a copy of the latest Kaisha Shikiho (Japan Company Handbook), a company/organization brochure, an overview of the company/organization (Note: the “An overview of the company/organization” form (A4 size) is shown on Page 10), etc.
 - (2) Documents that attest to corporate activities (Certificate of Tax Payment issued by the taxation office that describes the gross income (Form 2), etc.)

(Note 1) In the case of state or local government, (1) and (2) are not necessary.
(Note 2) In the case of a company submitting a copy of the latest Kaisha Shikiho (Japan Company Handbook), (2) is not necessary.
(Note 3) In the case of an invitation by a university professor/associate professor, please submit the Certificate of Employment instead.

[Visits to relatives/acquaintances, etc.]

1. Letter of Reason for Invitation (Note) the “Letter of Reason for Invitation” form (A4 size) is shown on Page 5.
 - (1) Make sure the date of preparation is written without fail.
 - (2) The letter should be addressed to the ambassador or the consul-general.
 - (3) The relative/acquaintance in Japan inviting the visa applicant should prepare the Letter of Reason for Invitation.
 - (4) Column for an inviting person;
Be sure to specify the address, full name, and phone number, and also be sure to set his/her seal behind the full name (A foreign national who does not have a seal may sign.).
 - (5) Column for visa applicant;
Make sure the name is written in the Latin alphabet represented on his/her passport. When there are two or more visa applicants, write in items on the status of the representative applicant in the blank space and prepare a list of all applicants to be attached to this Letter.
2. Schedule of Stay (Note) The “Schedule of Stay” form (A4 size) is shown on Page 7.
Please follow example shown in “Schedule of Stay” [Visits to relatives/acquaintances, etc.] on Page 8.
3. Letter of Guarantee (Note) The “Letter of Guarantee” form (A4 size) is shown on Page 9.
 - (1) Be sure to complete all items in the Letter of Guarantee, as the omission of even a single item renders the Letter of Guarantee incomplete (the same goes for an omission of a seal).
 - (2) Complete the form in the same manner as the Letter of Reason for Invitation.
4. Documents on the Guarantor

(Note 1) When the inviting person is currently residing in Japan with the residence status of “college student” and that person is inviting his/her parents or other relatives with the guarantee of a permanent professor or associate professor of the university where he/she is currently studying, the only documents required for submission are the Letter of Guarantee and the Certificate of Employment.

(Note 2) When the inviting person is a Japanese government-financed foreign student and he/she is inviting his/her parents or other relatives, he/she should submit, in addition to the certificate on registered matters, either the certificate of government-financed foreign student, the certificate of scholarship recipient and the letter of acceptance (documents that describe the status of government-financed foreign student, the duration of scholarship receipts, the amount of scholarship money, the university department he/she belongs to and the status of student registration). In this case, it is not necessary to submit the Letter of Guarantee shown on Page.

(Note 3) An overseas Japanese resident registering Zairyutodoke (report of residence) to the embassy/consul general with jurisdiction over his/her place of residence is required to submit the following documents when he/she goes home for a time with his/her spouse of Nationals of Russia or NIS Countries. Other documents are not necessary.

 - Documents to prove marriage (marriage certificate, a certified copy of the family register, etc.)
 - A work permit/a resident permit (a copy is acceptable).

(In the case of a Japanese national)

- (1) The copy of the original certificate of residence (certificate of all items, issued within the last three months)
- (2) The certificate of employment or operating licenses and other documents that attest to occupation (not necessary when a guarantor is a person without occupation such as a pensioner.)
- (3) Either the latest taxation certificate issued by the head of administration of the place of residence that describes the gross income, the certificate of tax payment issued by the taxation office (Form 2), a copy of the final tax return with the seal of the receipt stamp sealed by the taxation office (the description of the gross income is necessary, and the certificate of income and tax withholding is not acceptable) or the certificate of deposit balance

(In the case of a foreign national)

When a foreign national is the guarantor, qualifications for a guarantor, in principle, require that person to have either of the following residence status and to be currently residing in Japan.

“Permanent resident (including “Special permanent resident,” “Professor,” “Artist,” “Religious activities,” “Journalist,” “Investor/business manager,” “Legal/accounting services,” “Medical services,” “Researcher,” “Instructor,” “Engineer,” “Specialist in humanities/international services,” “Intra-company transferee,” “Skilled labor,” “Spouse of Japanese national,” “Designated activities,” “Spouse of permanent resident,” and “Long-term resident.”

(Note) Excluded from guarantors are dependents of “Spouse of Japanese national,” “Designated activities,” and “Long-term resident.”

- (1) The certificate on registered matters (issued by the head of administration of the place of foreigner registration within the last three months)
 - (2) The certificate of employment or operating licenses and other documents that attest to occupation (not necessary when a guarantor is a person without occupation such as a pensioner.)
 - (3) Either the latest taxation certificate issued by the head of administration of the place of residence that describes the gross income, the certificate of tax payment issued by the taxation office (Form 2), a copy of the final tax return with the seal of the receipt stamp sealed by the taxation office (the description of the gross income is necessary, and the certificate of income and tax withholding is not acceptable) or the certificate of deposit balance
5. Such documents as certificates that indicate the kinship and acquaintance relationship between the visa applicant and inviting person.
 6. Documents on the inviting person (it is necessary to submit these documents only when the inviting person is different from the guarantor)
 - (1) In the case of a Japanese national (for example, when the inviting person without a job asks somebody to be a guarantor, etc.)
 - (a) The copy of the original certificate of residence (certificate of all items, issued within the last three months)
 - (b) The certificate of employment or operating licenses and other documents that attest to occupation (the student registration certificate in the case of a student) (not necessary when the guarantor is a person without occupation such as a pensioner)
 - (2) In the case of a foreign national
 - (a) The certificate on registered matters (issued by the head of administration of the place of foreigner registration within the last three months)
 - (b) The certificate of employment or operating licenses and other documents that attest to occupation (the student registration certificate in the case of a student) (not necessary when the inviting person is a person without occupation such as a pensioner)
 - (c) Copy of the passport

[Tourism with travel agency guarantee]

1. Schedule of Stay (Note) The “Schedule of Stay” form (A4 size) is shown on Page 7.
Please follow example shown in “Schedule of Stay” [Tourism with travel agency guarantee] on Page 8.
2. Letter of Guarantee (Note) the “Letter of Guarantee” form (A4 size) is shown on Page 9.
 - (1) Be sure to complete all items in the Letter of Guarantee, as the omission of even a single item renders the Letter of Guarantee incomplete (the same goes for an omission of a seal).
 - (2) Complete the form in the same manner as the Letter of Reason for Invitation.
3. Documents on the Inviting Organization (When the same relevant documents as those for the latest visa application were already submitted to the same diplomatic mission in the same calendar year, submission of copies of those documents will suffice.)
 - (1) A certified copy of the incorporation register (issued within the last three months), a copy of the latest Kaisha Shikiho (Japan Company Handbook), a company/organization brochure, an overview of the company/organization (Note: the “An overview of the company/organization” form (A4 size) is shown on Page 10), etc.
 - (2) Documents that attest to corporate activities (Certificate of Tax Payment issued by the taxation office that describes the gross income (Form 2), etc.)
(Note) In the case a company submitting a copy of the latest Kaisha Shikiho (Japan Company Handbook), (2) is not necessary.
4. Documents that explain the purpose of entry into Japan (the confirmation slip for accommodation reservations, confirmation slip for airline reservations, etc.)

Letter of Reason for Invitation

_____ (Year) (Month) (Day)

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

Inviting Person

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

Address: 〒 -

Full name:

(When a company/organization is extending an invitation, enter the name of the company/organization as well as your title.)

Telephone number: () - (Extension) (Seal)
(e-mail)

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

Contact person's division

Contact person's full name:

Contact person's telephone number: () - (Extension)
(Contact person's e-mail :)

Visa Applicant

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

Nationality :

Occupation :

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

Date of birth: _____ / _____ / _____ (Age:)
(Year) / (Month) / (Day)

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

(1) Purpose of the invitation (If the space below is not enough, use a separate sheet of paper to give a full explanation.)

(2) Background to the invitation (Explain the background to this invitation in detail. If the space below is not enough, use a separate sheet of paper to give a full explanation)

(3) Relationship with the visa applicant(s)

Schedule of Stay (Example)

- (1) Please be sure to enter the date of arrival and departure. When flights and airports/ports to be used for arrival and departure are fixed, be sure to enter them.
- (2) Write in the place of stay in detail (in the case of a hotel, its name, address, and the phone number).
- (3) The schedule of stay needs to be written for each day. When similar activities continue on consecutive days, it may be written as “(date)–(date)”

The schedules of stay in Japan of the visa applicant and ____ (number) others are as follows:

[Short-term business affairs, etc.]

Date	Activity Plan	Contact	Accommodation
xxxx.xx.xx	Arrive in xx from xx aboard flight xx	The inviting person's home Tel. xx-xxx-xxxx	The inviting person's home Tel. xx-xxx-xxxx
xx.xx	Business talks at xx company	xx company [contact person xx] Tel. xx-xxxx-xxxx	Hotel xxx Tel. xx-xxx-xxxx
xx.xx	Visit xx plant Move to another location by Shinkansen	xx Town, xx City, xx Prefecture	Same as above
xx.xx	Return home from xx to xx on flight xx		

[Visit to relatives/acquaintances]

Date	Activity Plan	Contact	Accommodation
xxxx.xx.xx	Arrive in xx from xx aboard flight xx	The inviting person's home Tel. xx-xxx-xxxx	The inviting person's home Tel. xx-xxx-xxxx
xx.xx	Attend a wedding reception at xx Hall	xx Town, xx City, xx Prefecture	Same as above
xx.xx	Sightseeing all day	The inviting person's home Tel. xx-xxx-xxxx	Hotel xxx Tel. xx-xxx-xxxx
xx.xx	Return home from xx to xx by flight xx		

[Tourism with travel agency guarantee]

Date	Activity Plan	Contact	Accommodations
xxxx.xx.xx	Arrive in xx from xx aboard flight xx	xx tourist co. (contact person xx) Tel. xx-xxx-xxxx	Hotel xxx Tel. xx-xxx-xxxx
xx.xx	Sightseeing all day	xx tourist co. (contact person xx) Tel. xx-xxx-xxxx	Hotel xxx Tel. xx-xxx-xxxx
xx.xx	Sightseeing all day	xx tourist co. (contact person xx) Tel. xx-xxx-xxxx	Hotel xxx Tel. xx-xxx-xxxx
xx.xx	Sightseeing all day	xx tourist co. (contact person xx) Tel. xx-xxx-xxxx	Hotel xxx Tel. xx-xxx-xxxx
xx.xx	Return home from xx to xx on flight xx	xx tourist co. (contact person xx) Tel. xx-xxx-xxxx	

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 represented on his/her passport. When there are two or more applicants, enter the representative's status below, and then prepare and attach a list of all applicants.)

Nationality :

Occupation :

Full name (in the 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 of Japanese laws and regulations**

I hereby declare that the above is true.

Guarantor

Address: 〒 -

Occupation:

Full name:

(When a company/organization is extending an invitation, enter the name of the company/organization as well as your title.)

Date of birth: _____ / _____ / _____ (Age:)
(Year) / (Month) / (Day)

Seal

Telephone number: () - (Extension)
(e-mail :)

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

Contact person's division :

Contact person's full name :

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

(Contact person's e-mail :)

An Overview of the Company/Organization

(Year) _____ (Month) _____ (Day) _____

Name of Company/Organization

Name of the Representative

Address

Capital

Annual sales

No. of employees

Businesses

History

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

Business and exchange ties with the party invited 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.).

**A List of Basic Documents to Be Submitted for “Temporary Visit” Visa Applications
(For Russian Nationals and Nationals of NIS Countries)**

	Short-Term Business Affairs, etc.	Visits to Relatives/Acquaintances	Tourism with Travel Agency Guarantee
Purpose of Visit	<ul style="list-style-type: none"> ◆ Cultural exchanges ◆ Exchanges between municipalities ◆ Sports exchanges ◆ Participation in meetings ◆ Business affairs (business liaison, business talks, contract signing, after-sales services, advertising, market research) 	<ul style="list-style-type: none"> ◆ Visits to blood relatives/relatives by affinity within the third degree ◆ Visits to acquaintances (friends) ◆ Tourism at the invitation of individuals 	<ul style="list-style-type: none"> ◆ Tourism
Documents to be submitted	<p>(Provided by visa applicant)</p> <p>(1) Visa application 2 (2) Photo 2 (3) Passport (4) Certificate of employment</p> <p>(Provided from Japan)</p> <p>(1) Letter of reason for invitation (2) Letter of guarantee (3) Schedule of stay (4) Copy of the incorporation register, a copy of the latest Kaisha Shikiho (Japan Company Handbook), company/organization brochure, or “overview of the company/organization” (5) Certificate of tax payment (Form 2)</p> <p>(Note 1) In the case of a company submitting a copy of the latest Kaisha Shikiho (Japan Company Handbook), (5) above is not necessary.</p> <p>(Note 2) For (4) and (5) above, when the same relevant documents as those for the latest visa application were already submitted to the same diplomatic mission in the same calendar year, submission of copies of those documents will suffice.</p> <p>(Note 3) In the case of aggregate corporations /foundations, submit the following documents in lieu of (4) and (5);</p> <p>(1) The articles of aggregate corporations, funds of foundations, aggregate corporation / foundations brochure, etc. (2) balance sheets of revenue and expenditure (not necessary when associations/foundations are within the jurisdiction of state</p>	<p>(Provided by visa applicant)</p> <p>(1) Visa application 2 (2) Photo 2 (3) Passport (4) Documents to prove kinship (for visit to relatives)</p> <ul style="list-style-type: none"> ◆ Birth certificate ◆ Marriage certificate <p>(Provided from Japan)</p> <p>(1) Letter of reason for invitation (2) Letter of guarantee (3) Schedule of stay (4) Documents on the guarantor</p> <p>(In case of a Japanese national)</p> <p>(a) Certificate of residence (certificate of all items) (b) Certificate of employment, etc. (Not necessary when a guarantor is a person without occupation such as a pensioner.) (5) Certificate of tax payment (Form 2), etc.</p> <p>(In case of a foreign national)</p> <p>(a) Certificate on registered matters (b) Certificate of employment, etc. (Not necessary when a guarantor is a person without occupation such as a pensioner.) (c) Certificate of tax payment (Form 2), etc. (6) Documents on the inviting person (when the inviting person is different from the guarantor) The same as (d) above. But when the inviting person is a foreign national, “Please additionally submit a copy of the passport.” (7) Documents to prove kinship (for visit to relatives)</p> <ul style="list-style-type: none"> ◆ Certified Copy of the family register (Not necessary when documents submitted by a visa applicant prove kinship.) <p>(8) Documents attesting to acquaintance relationship (for visits to acquaintances)</p> <ul style="list-style-type: none"> ◆ Letters and e-mails exchanged ◆ Bills for international phone calls ◆ Photos of the visa applicant and the inviting person taken together 	<p>(Provided by visa applicant)</p> <p>(1) Visa application 2 (2) Photo 2 (3) Passport</p> <p>(Provided from Japan)</p> <p>(1) Letter of guarantee (2) Schedule of stay (3) Documents on travel agency providing guarantee (a) Copy of the incorporation register, a copy of the latest Kaisha Shikiho (Japan Company Handbook), Brochure on company/organization, or “overview of the company/organization” (b) Certificate of tax payment (Form 2) (4) Documents explaining the purpose of entry (a) Confirmation slip for accommodation reservations (b) Confirmation slip for airline reservations</p> <p>(Note 1) In the case of a company submitting a copy of the latest Kaisha Shikiho (Japan Company Handbook), (3) (b) above is not necessary.</p> <p>(Note 2) For (3) above, when the same relevant documents as those for the latest application for visa were already submitted to the same diplomatic mission in the same calendar year, submission of copies of those documents will suffice.</p>

* As for Russian nationals and nationals of NIS countries who reside in the United States, Canada, Australia, New Zealand, Austria, Belgium, Britain, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Luxembourg, Norway, the Netherlands, Portugal, Spain, Sweden and Switzerland, please confirm with the Japanese embassies/consulates-general located nearest to the place of residence regarding documents that need to be submitted.

* The applicant may be required to submit additional documents which are deemed necessary for the examination.