

List of Basic Documents to be submitted for Application for Visa for “Temporary Visit”

Purpose of Visit	Short-Term Business Affairs, etc (Participation in meetings, Business affairs (business liaison, business consultations, contract signing, after-sales service, market research), Cultural exchange, Sports exchange, etc)	Visiting Relatives/Acquaintances (Visiting spouse, blood relatives/relatives by affinity within the third degree, Visiting acquaintances/friends)	Tourism (Sightseeing)
A. Provided by visa applicant			
	①Passport ②1 Visa application form ③1 Photo ④Flight booking confirmation slip ⑤Company bank statement for last 3 months ⑥Letter of employment(original and photocopy) ⑦Introduction letter from employer ⑧Certificate of incorporation(original and photocopy) ⑨Company tax clearance certificate(original and photocopy)	①Passport ②1 Visa application form ③1 Photo ④Flight booking confirmation slip ⑤Documents to prove ability to pay for travel expenses • A certificate of income or a tax declaration certificate issued by a public agency or • Personal bank statement for last 3 months ⑥Letter of employment(original and photocopy) ⑦Introduction letter from employer ⑧Documents to prove kinship • Visiting Relatives...Birth certificate, Marriage certificate, Certified copy of the family register, etc. • Visiting acquaintances/friends...Photos, Letters, E-mails, Bills for international phone calls, etc.	①Passport ②1 Visa application form ③1 Photo ④Flight booking confirmation slip ⑤Documents to prove ability to pay for travel expenses • A certificate of income or a tax declaration certificate issued by a public agency or • Personal bank statement for last 3 months ⑥Schedule of stay or Travel itinerary • Hotel booking etc ⑦Letter of employment(original and photocopy) ⑧Introduction letter from employer
B. Prepared by inviting person/guarantor in Japan			
	⑩Letter of reason for invitation ⑪A certified copy of the incorporation register (Note) • A stock exchange-listed company does not need to submit a copy of the incorporation register or an overview of the company/organization if it submits its quarterly corporate report. ⑫(When there are two or more applicants) List of Visa Applicants ⑬Schedule of stay	⑨Letter of reason for invitation ⑩(When the inviter or his/her spouse is Japanese) Certified copy of the family register and Certificate of residence (with description of his/ her family relationship with all family members) ⑪(When the guarantor is a foreign national) A copy of both sides of the valid Residence Card (the Alien Registration), a Certificate of Residence (with all matters listed except Resident Record Code), and A copy of his/her passport (including the pages of status items, records of entry/departure, and permission of residence) ⑫(When there are two or more applicants) List of Visa Applicants ⑬Schedule of stay	
C. Prepared by the guarantor who pays for the above-mentioned travel expenses			
	⑭Letter of guarantee	⑭Letter of guarantee ⑮Either one of the following documents concerning the guarantor • A certificate of income or taxation (issued by municipal office) • Personal bank statement for last 3 months • A certificate of tax payment (Note) Please submit the document including gross income.	

※Additional documents may be required for identification purposes at the time of submission.