

Purpose: Short-Term Business Affairs, etc

“Short-term business affairs, etc.” includes:

- Participation in meetings, cultural exchange, exchange between municipalities, sports exchange, etc.
- Business liaison, conference, business meeting, contract signing, after-sales service, advertising, market research, etc.

Important notes

1. When all documents are ready, a visa applicant applies for a visa at the Embassy of Japan in Nigeria by submitting all the documents.
2. All visa applications must be submitted in person by the applicant.
3. Applicants are requested to apply for visa at least 2 weeks before departure date.
4. Do not send any visa document to the Embassy by post, email or fax.
5. Embassy will not accept visa application which is insufficient or incomplete.
6. Submission of requirements does not guarantee issuance of visa. A Japanese visa will be issued to an applicant when he/she meets Criteria of visa issuance.
7. Examination will be initially processed by the submitted documents. However, the applicant may be required to submit additional documents if needed. If you do not submit the additional documents, the examination cannot be processed any further.
8. Documents submitted for application will not be returned except for passport and the document which cannot be re-issued (e.g. Certificate of Incorporation, Tax Clearance Certificate, Letter of Employment, Marriage Certificate, Birth certificate)
9. Visa fees will be required for pick up time only. If a visa is not issued, no fees are required.

Time for Visa Application

8:30-11:30 on Monday, Tuesday, Thursday & Friday
(Except the Embassy's closure days)
※No appointment is necessary for visa applications.

Time for passport collection

15:00-15:45 from Monday to Thursday
12:00-12:30 on Friday
(Except the Embassy's closure days)

Requirement

(Notes)

- Please do not use staple for any documentation.
- Required document should be valid at the time of visa application, and should be submitted within three months of their date of issue.
- If you are a foreign national residing in Nigeria (Third country visa application), valid CERPAC card or valid residence permit will be required at the time of submission.
- Required documents have to be original except some documents which are appended a note that photocopy is acceptable.

A. Provided by visa applicant

① Valid Passport

② 1 Visa application form

(Note1) Please fill out every field of visa application form accurately and completely. If item is not applicable, please fill in [N/A].

(Notes2) Applicant must sign by himself/herself on the second page of visa application form, and the signature must correspond with the signature on the passport.

③ 1 Photo (45mm × 45mm, taken within 6 month and glued to the space provided on the visa application form.)

④ Flight reservation slip (photocopy is acceptable)

(Note) We do not require purchase of flight tickets.

⑤ Hotel reservation slip (photocopy is acceptable)

(Note) We do not require for the payment for accommodation.

⑥ Company bank statement for last 3 months

⑦ Documents to prove your employment e.g. letter of employment, confirmation of appointment, promotion letter etc.

(Note)

In case of student, submit an introduction letter from the school issued within 3 months instead of ⑦⑧⑨⑩

⑧ Introduction letter from employer which is stating the purpose of travel, duration (departure date and arrival date) and the sponsor for applicant's travel expenses (air ticket cost and expenses for the applicant's stay in Japan).

⑨ Certificate of incorporation

⑩ Valid company tax clearance certificate

B. Prepared by inviting person/guarantor in Japan

⑪ Invitation Letter

(Note)

- 1) The inviting organization should be a corporate body, an organization, or the state/local government. However, for example, the professor/associate professor can be recognized as the inviting organization if a university extends an invitation for the purpose of exchanges under his/her name.
- 2) The letter should be addressed to the Japanese ambassador.
- 3) Explain details of activities planned in Japan related to the purpose of visit to Japan. (Specify the background and purpose of the invitation)
- 4) Indicate the address, name, and telephone number in the column for an inviting person, and put company seal or representative's seal on the form.

⑫ A certified copy of the incorporation register

(Note)

- 1) 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). For the company listed on a stock exchange in Japan, it may alternatively submit a copy of the latest 'Kaisha Shikiho' (Japanese Company Handbook or quarterly corporate report).
- 2) Unregistered corporations should prepare a "Summary of the Company/Organization" instead of a corporate register. The form "Details of the Company/Organization" is available on the Embassy's website.
- 3) Submit the Certificate of Employment of a university professor/associate professor if he/she invites the visa applicant.

⑬ (When there are two or more applicants) List of Visa Applicants

⑭ Itinerary in Japan

(Note)

- 1) Specify the date of arrival and departure, flights and airports/ports
- 2) Write the place of stay in detail. If staying at hotel, write its name, address and phone number.
- 3) The schedule of stay needs to be written for each day. If an activity continues on consecutive days, the format "(date) – (date)" is acceptable.

C. Prepared by the guarantor who pays for the travel expenses

⑮ Letter of guarantee

(Note)

- 1) It is required when a guarantor will pay for the travel expenses.
- 2) Complete all items in the Letter of Guarantee, as the omission of even a single item renders it incomplete (includes for an omission of a seal).
- 3) Complete the form in the same manner as the Invitation Letter.

Embassy of Japan in Nigeria, Consular section

Address: No.9, Bobo Street (off Gana Street), Maitama, Abuja, Nigeria

Phone: 090-6000-9019/9099

URL: <http://www.ng.emb-japan.go.jp/visa.html>

Please read this document carefully, check the above URL and Frequently Asked Questions http://www.mofa.go.jp/j_info/visit/visa/faq.html before you contact us.