

Checklist - Business etc

- Indicate by ticking in the space provided.
- Please arrange your documents in this numerical order.
- For comprehensive requirements, kindly visit the Embassy's website.

Visa applicant's Name

✓ for document submitted	Required documents	Remarks by Embassy
<input type="checkbox"/>	1 Checklist (This document)	
<input type="checkbox"/>	2 Valid Passport	
<input type="checkbox"/>	3 1 Visa application form with 1 Photo	
<input type="checkbox"/>	4 Flight reservation slip	
<input type="checkbox"/>	5 Hotel reservation slip	
<input type="checkbox"/>	6 Itinerary in Japan	
<input type="checkbox"/>	7 Invitation Letter	
<input type="checkbox"/>	8 List of Visa Applicants(When there are two or more applicants only)	
<input type="checkbox"/>	9 Inviting organization's certified copy of the incorporation register or Certificate of Employment of a university professor when inviter is a university professor	
<input type="checkbox"/>	10 Letter of guarantee(When the inviter pays for applicant's travel expenses only)	
<input type="checkbox"/>	11 Letter of sponsorship specifying the scope of sponsorship(When the inviter pays for applicant's travel expenses only)	
<input type="checkbox"/>	12 Certificate of employment or self-introduction letter	
<input type="checkbox"/>	13 Certificate of incorporation or a similar document	
<input type="checkbox"/>	14 Valid company tax clearance certificate or a similar document	
<input type="checkbox"/>	15 Official documents to prove your employment (Both original and photocopy)	
<input type="checkbox"/>	16 Bank statement	
<input type="checkbox"/>	17 Proof of past transaction or similar documents to prove activities in Japan (Both original and photocopy)	
<input type="checkbox"/>	18 A copy of passport data page	