

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

The following is an outline of application procedures for Russian nationals and nationals of NIS countries (Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyz, Moldova, Tajikistan, Turkmenistan, Ukraine and Uzbekistan) who apply for a temporary visitor's visa (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.

In no case is it permitted to perform activities to undertake revenue-generating business operations or activities to receive remuneration.

- ◆ 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 stay in Japan
- ◆ A visa application for "visit to relatives/acquaintances" 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.

1. Prior to a visa application, the inviting person/guarantor needs to prepare "documents provided from Japan" listed on pages 3-7.
(Note) Some of the required documents differ depending on whether they are for "short-term business affairs, etc.", "visits to relatives/acquaintances" or "tourism with travel agency guarantee".
2. When the above-mentioned documents are ready, the inviting person/guarantor shall send them to the visa applicant, not to the Japanese Embassy/Consulate-General. The inviting person/guarantor is recommended to keep a copy of the documents in case there is a further inquiry.
(Note) Since the visa application procedure may take a considerable time, the documents should be prepared and sent to the applicant as early as possible.
3. The visa applicant needs to prepare a passport, two photos, two visa application forms and other necessary documents in addition to the above-mentioned documents. As the documents required vary depending on the local situation and the purpose of the visit, please contact the Embassy/Consulate-General with jurisdiction over the visa applicant's place of residence directly and well in advance.
4. When all the required documents are prepared, the visa applicant may file a visa application at the Japanese Embassy/Consulate-General with jurisdiction over his/her place of residence. The application will not be accepted in Japan. The required documents must be valid at the time of application and must be submitted within three months of their date of issue. The documents submitted at the time of application will not to be returned to the applicant, with the exception of his/her passport.
5. The examination period is approximately one week, though it may vary depending on the details of the application. The applicant may be required to submit additional documents which are deemed necessary for the examination. The documents may be forwarded to the Ministry of Foreign Affairs in Tokyo for further examination if necessary.
6. The validity of visas is three months. The period of validity cannot be extended.
7. The Japanese Embassy/Consulate-General will notify the applicant of the result of the examination.

Contact for inquiries about visa application procedures and examinations

Inquiries about the reason for refusal of visa issuance are not accepted.

(In Japan)

Inquiries, Ministry of Foreign Affairs: 03-5501-8431

- ◆ This telephone service uses an automated answering system. When you are connected, follow the voice guidance to operate your phone.
- ◆ Inquiries about the status of visa application examinations are accepted from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. on weekdays.
- ◆ In order to make an inquiry about the status of the application examination, it is necessary to quote the reference number of the application documents forwarded to the Ministry of Foreign Affairs as well as the location of the overseas diplomatic mission where the application documents were submitted.
- ◆ The Visa Information Center is open from 9 a.m. to 12:15 p.m. and from 1:15 p.m. to 5 p.m.

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 St. Petersburg: 7-812-314-1434**
(Jurisdiction: Leningrad Province)
- **The Japanese Consulate-General in Vladivostok: 7-4232-267481**
(Jurisdiction: the Maritime Region, Kamchatka Region and Magadan Province)
- **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)
- **The Japanese Embassy in Belarus: 375-17-203-6233**
(Jurisdiction: Belarus)
- **The Japanese Embassy in Georgia: 995-32-75-2114**
(Jurisdiction: Georgia)
- **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: 996-312-325387**
(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 other overseas diplomatic missions:

http://www.mofa.go.jp/about/emb_cons/over/index.html

Documents provided from Japan

[Short-term business affairs, etc]

1. Letter of Reason for Invitation (See the “Letter of Reason for Invitation” form (A4 size) on page 8.)
(Note 1) The letter should be addressed to the Ambassador or the Consul-General with jurisdiction over the visa applicant’s place of residence.

(Note 2) Column for the inviting person

Be sure to specify the address, the name of the company/organization, the inviting person’s title at the company/organization and his/her full name and phone number, and be sure to affix his/her seal to the document. (A foreign national who does not have a seal may sign it.)

*In the case of a company/organization

- ◆ Affix the company seal as well as the registered seal of the representative.
- ◆ The inviting person should be the representative or a person listed on the incorporation register.

(Note 3) Column for visa applicants

Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more visa applicants, write the details of the status of the representative applicant in the blank space and prepare a list of all applicants to be attached to this Letter. (See the “List of Visa Applicants (Example)” on page 9.)

(Note 4) Column for the purpose of the invitation

Describe the purpose of entry in detail and explain the specific activities planned in Japan. (Vague terms such as “business affairs” are not appropriate.)

(Note 5) Column for the background to the invitation

Provide details about the background to the invitation and the relationship between the inviting person and the applicant(s). If the column does not have sufficient space for the information, prepare a separate sheet of paper and enter “see additional sheet” on the document.

2. Schedule of Stay (See the “Schedule of Stay” form (A4 size) on page 10.)

(Note) Follow the form of “Schedule of Stay” [Short-term business affairs, etc] on page 11.

3. Letter of Guarantee (See the “Letter of Guarantee” form (A4 size) on page 12.)

(Note 1) 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 a ministry, agency or office of the Japanese Central Government, or if the person is in a position equivalent to or higher than the head of a section of an independent administrative research institution of the state or a professor/associate professor of a university, and the visa applicant is being invited in the course of the inviting person’s work.

(Note 2) Be sure to complete all items on the Letter of Guarantee, as the omission of even a single item or of a seal renders the Letter of Guarantee incomplete.

(Note 3) Follow the instructions in the “Letter of Reason for Invitation”.

4. Documents on the inviting organization (In the case of a state or local government, these documents are not necessary.)

The inviting organization, in principle, should be a corporate body, an organization or a national or local government. However, if, for example, a university is extending an invitation for the purpose of exchange in the name of a professor/associate professor, he/she is regarded as the inviting organization.

Submit one of the following:

- (1) Certified copy of the incorporation registration issued within the last three months
- (2) Copy of the latest edition of *Kaisha Shikiho* (quarterly corporate report)
- (3) “Overview of the Company/Organization” (See the “Overview of the Company/Organization” form (A4 size) on page 13.)
- (4) Company/organization brochure

(Note 1) When the same relevant documents as those for the last visa application have already been submitted to the same Embassy/Consulate-General in the same calendar year, submission of copies of those documents will suffice.

(Note 2) In the case of an invitation by a person in a position equivalent to or higher than the head of a section of an independent administrative research institution of the state, or a university professor/associate professor, submit the Certificate of Employment.

[Visit to relatives/acquaintances]

1. Letter of Reason for Invitation (See the “Letter of Reason for Invitation” form (A4 size) on page 8.)

(Note 1) The relative/acquaintance in Japan who is inviting the visa applicant should prepare the Letter of Reason for Invitation.

(Note 2) The letter should be addressed to the Ambassador or the Consul-General with jurisdiction over the visa applicant’s place of residence.

(Note 3) Be sure to specify the address, full name and phone number, and be sure to affix your personal seal behind the full name. (A foreign national who does not have a seal may sign the document.)

(Note 4) Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more visa applicants, write the details on the status of the representative applicant in the blank space and prepare a list of all applicants to be attached to this Letter. (See the “List of Visa Applicants (Example)” on page 9.)

(Note 5) When an inviting person/guarantor invites relatives to assist during her pregnancy or to provide care because of his/her disease or to attend his/her wedding, documents proving the reason for the invitation are required – for example, a medical certificate concerning the pregnancy or disease, or a reservation form for the wedding reception.
 2. Schedule of Stay (See the “Schedule of Stay” form (A4 size) on page 10.)

Follow the form of “Schedule of Stay” [Visits to relatives/acquaintances] on page 11.
 3. Letter of Guarantee (See the “Letter of Guarantee” form (A4 size) on page 12.)

(Note 1) Be sure to complete all items in the Letter of Guarantee, as the omission of even a single item or of a seal renders the Letter of Guarantee incomplete.

(Note 2) Follow the instructions in 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 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 are the Letter of Guarantee and the Certificate of Employment of the professor/associate professor.

(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 the following documents. In this case, it is not necessary to submit the Letter of Guarantee.

 - (a) Certificate of Alien Registration issued by the head of administration of the place of foreigner registration within the last three months
 - (b) One of the certificates below:
 - ◆ Certificate of Status for Japanese Government Scholarship Student
 - ◆ Certificate of Receipt of a Scholarship
 - ◆ Letter of acceptance (document that describes the status of the government-financed foreign student, the duration of the scholarship, the value of the scholarship, the university department he/she belongs to and the status of student registration)
- (1) In the case of Japanese nationals**
- (a) Copy of the certificate of residence (certificate of all family members, issued within the last

three months)

(b) Certificate of Employment, operating licenses (copies are acceptable) or other documents that attest to occupation. (Not necessary if the guarantor does not have an occupation, for instance because he/she is a pensioner.)

(c) The latest Certificate of Income/Taxation issued by the head of administration of the place of residence, Certificate of Tax Payment issued by the taxation office, or copy of the final tax return with the seal of the receipt stamp affixed by the taxation office

(Note 1) Each certificate should indicate the gross income for the previous year.

(Note 2) Statement of Tax Withholding is not acceptable.

(2) In the case of foreign nationals

When a foreign national is the guarantor, the qualifications for the guarantor in principle require that person to have one of the following residence statuses 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 or Child of Japanese national”, “Designated activities”, “Spouse or Child of permanent resident” and “Long-term resident”

(Note) Excluded from eligibility as guarantors are dependents of the following categories: “Permanent resident”, “Spouse or Child of Japanese national”, “Spouse or Child of permanent resident” and “Long-term resident”.

(a) Certificate on registered matters issued by the head of administration of the place of foreigner registration within the last three months

(b) Certificate of Employment, operating licenses (copies are acceptable) or other documents that attest to occupation

(c) The latest Certificate of Income/Taxation issued by the head of administration of the place of residence, Certificate of Tax Payment issued by the taxation office, or copy of the final tax return with the seal of the receipt stamp affixed by the taxation office

(Note 1) Each certificate should indicate the gross income for the previous year.

(Note 2) Statement of Tax Withholding is not acceptable.

5. Such documents as certificates that indicate the kinship and acquaintance relationship between the visa applicant and inviting person

(1) For “visit to relatives”: Certified copy of the family register, etc. (Not necessary when the documents submitted by the visa applicant.)

(2) For “visit to acquaintances”: letters/e-mails, bills for international phone calls, photos of the visa applicants and the inviting person taken together, etc.

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

(a) Copy of the certificate of residence (certificate of all family members, issued within the last three months)

(b) Certificate of Employment, operating licenses (copies are acceptable) or other documents that attest to occupation (Student registration certificate in the case of a student. Not necessary if the guarantor does not have occupation such as a pensioner.)

(2) In the case of a foreign national

(a) Certificate on registered matters (issued by the head of administration of the place of foreigner registration within the last three months)

(b) Certificate of Employment, operating licenses (copy is acceptable), or other documents that attest to occupation (student registration certificate in the case of a student). (Not necessary if

the inviting person does not have an occupation.)

Single or multiple temporary visitor's visa for a spouse of a Japanese national

The following is an outline of the application procedure for a temporary visitor's visa (single or multiple) for a spouse of a Japanese national. The required documents shall be valid at the time of visa application and shall have been issued within the last three months.

【Qualifications for the applicant】

- ◆ Spouse living with a Japanese national who legally stays or spends long periods on business in a country/district where the applicant will file a visa application.
- ◆ The marriage period should be more than one year.
- ◆ The applicant has not violated Japanese laws or regulations, including the Immigration Control and Refugee Recognition Act during his/her stay in Japan.
- ◆ One or more records of entering Japan should be recorded (for MULTIPLE only).

【Documents to be submitted for temporary visitor's visa application】

(Note) When the visa applicant cannot file the following documents, he/she is required to prepare the documents for "Visit to Relatives/Acquaintances".

Provided by visa applicant

- (1) 2 visa application forms (with photos)
- (2) Passport
- (3) Documents that attest to living together (For details, contact the Japanese Embassy/Consulate-General with jurisdiction over the applicant's place of residence.)
- (4) Reason for requesting a MULTIPLE entry visa (for MULTIPLE only)

Provided by his/her Japanese spouse

- (1) Copy of the passport
- (2) Copy of the work permit or the residence permit
- (3) Marriage certificate or certified copy of the family register

(Note) For applying for a multiple visa, submit a certified copy of the family register.

Provided by visa applicant or his/her Japanese spouse

- (1) Certificate of Employment of the main provider of living expenses, or alternatives
- (2) Certificate of Income of the main provider of living expenses, or alternatives

【Tourism with travel agency guarantee】

1. Schedule of Stay (See the "Schedule of Stay" form (A4 size) on page 10.)
Follow the form of "Schedule of Stay" [Tourism with travel agency guarantee] on page 11.
2. Letter of Guarantee (See the "Letter of Guarantee" form (A4 size) on page 12).
(Note 1) Be sure to complete all items in the Letter of Guarantee, as the omission of even a single item or of a seal renders the Letter of Guarantee incomplete.
(Note 2) The letter should be addressed to the Ambassador or the Consul-General with jurisdiction over the visa applicant's place of residence.
(Note 3) Column for the 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 visa applicants, write details of the status of the representative applicant in the blank space and attach a list of all applicants. (See the "List of Visa Applicants (Example)" on page 9.)

(Note 4) Column for the guarantor

Be sure to specify the address, the name of the company/organization, the guarantor's title at the company/organization and his/her full name and phone number. In addition, be sure to affix the company seal as well as a registered seal of the representative of the company/organization. The guarantor should be the representative or a person listed on the incorporation register.

3. Documents on the Inviting Organization

Please submit one of the following:

- (1) Certified copy of the incorporation register (issued within the last three months)
- (2) Copy of the latest edition of *Kaisha Shikiho* (quarterly corporate report)
- (3) "Overview of the Company/Organization" (See the "Overview of the Company/Organization" form (A4 size) on page 13.)
- (4) Company/organization brochure

(Note) When the same relevant documents as those for the latest visa application have already been submitted to the same Embassy/Consulate-General in the same calendar year, submission of copies of those documents will suffice.

4. Documents that explain the purpose of entry into Japan: confirmation slips for accommodation or airline reservations, etc

《 **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 a "Certificate of Eligibility" and for the visa applicant to file a visa application with 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 Regional Immigration Bureau of the Ministry of Justice nearest 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), a passport and the Certificate of Eligibility. If the applicant is a Ukrainian national, he/she must 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.
- ◆ If for some reason the Certificate of Eligibility cannot be obtained, a visa application can be made directly at the Japanese Embassy/Consulate-General. In such cases, it may take considerable time before the status of the visa application is known.

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 and affix the company seal as well as a registered seal of the representative of the company/organization.)

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

[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)

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)

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

(1) Purpose of the invitation

(If the space below is insufficient, 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 insufficient, 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 the flights and airports/ports to be used for arrival and departure are fixed, be sure to enter them.
- (2) Write the place of stay in detail. (In the case of a hotel, provide its name, address and phone number.)
- (3) The schedule of stay needs to be written for each day. When similar activities continue for several days, the format "(date) – (date)" is acceptable.

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 Address Tel. xx-xxx-xxxx
xx.xx	Visit xx plant Move to XX 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 Address Tel. xx-xxx-xxxx
xx.xx	Return home from xx to xx on 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 Address Tel. xx-xxx-xxxx
xx.xx	Sightseeing all day	xx tourist co. (contact person xx) Tel. xx-xxx-xxxx	Hotel xxx Address Tel. xx-xxx-xxxx
xx.xx	Sightseeing all day	Same as above	Hotel xxx Address Tel. xx-xxx-xxxx
xx.xx	Sightseeing all day	Same as above	Hotel xxx Address 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 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:

Full name:

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

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

Telephone number: (_____) - _____ (Extension _____)

Relationship with the applicant(s):

[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 _____)

Overview of the Company/Organization

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

Name of Company/Organization

Name of the Representative

Address

Capital

Annual sales

Number 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

**List of Basic Documents to be Submitted for “Temporary Visit” Visa Application
(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 	<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><u>(Provided by visa applicant)</u></p> <p>(5) 2 visa application forms (6) 2 photos (7) Passport (8) Certificate of Employment</p> <p><u>(Provided from Japan)</u></p> <p>(1) Letter of reason for invitation (2) Schedule of stay (3) Letter of guarantee (4) Documents on the Inviting Organization (one of the following): (a) Copy of the incorporation register (b) Copy of the latest <i>Kaisha Shikiho</i> (quarterly corporate report) (c) “Overview of the Company/Organization” (d) Company/organization brochure</p> <p>(Note) For (4) above, when the same relevant documents as those for the latest visa application have already been submitted to the same diplomatic mission in the same calendar year, submission of copies of those documents will suffice.</p>	<p><u>(Provided by visa applicant)</u></p> <p>(1) 2 visa application forms (2) 2 photos (3) Passport (4) Documents to prove kinship (for visit to relatives) ◆ Birth certificate ◆ Marriage certificate</p> <p><u>(Provided from Japan)</u></p> <p>(1) Letter of reason for invitation (2) Schedule of stay (3) Letter of guarantee (4) Documents on the guarantor</p> <p><u>(In the case of a Japanese national)</u></p> <p>(a) Certificate of residence (b) Certificate of Employment, etc (c) Certificate of tax payment (with gross income), etc</p> <p><u>(In the case of a foreign national)</u></p> <p>(a) Certificate on registered matters (b) Certificate of Employment, etc (c) Certificate of tax payment (with the gross income), etc</p> <p>(5) Documents on the inviting person <u>(when the inviting person is different from the guarantor)</u> (4)(a) and (b) above.</p> <p>(6) Documents to prove kinship (for visit to relatives) ◆ Certified copy of the family register (Not necessary when documents submitted by a visa applicant prove kinship.)</p> <p>(7) Documents attesting to acquaintance relationship (for visits to acquaintances) ◆ Letters and e-mails exchanged ◆ Bills for international phone calls ◆ Photos of the visa applicant and the inviting person taken together</p>	<p><u>(Provided by visa applicant)</u></p> <p>(1) 2 visa application forms (2) 2 photos (3) Passport</p> <p><u>(Provided from Japan)</u></p> <p>(1) Schedule of stay (2) Letter of guarantee (3) Documents on travel agency providing guarantee (one of the following): (a) Copy of the incorporation register (b) Copy of the latest <i>Kaisha Shikiho</i> (quarterly corporate report) (c) “Overview of the Company/Organization” (d) Company/organization brochure (4) Documents explaining the purpose of entry (a) Confirmation slip for accommodation reservations (b) Confirmation slip for airline reservations</p> <p>(Note) For (3) above, when the same relevant documents as those for the latest visa application have already been 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, contact the nearest Japanese Embassies/Consulates-General about the documents.

*Russian Nationals in Russia are required to submit a copy of a domestic passport in addition to an international passport.

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