

CHECKLIST FOR VISA APPLICATION WITH CERTIFICATE OF ELIGIBILITY

ITEMS REQUIRED

① All applicants

- Valid Passport (Original) - must have at least 2 blank pages
- Completed [Visa Application Form](#) ([Sample](#))
Signatures must be in ink pen. Digital signatures will not be accepted. If a field is not applicable, please write "N/A" or "None". Please make sure that your email address and phone number are clearly and legibly written on the application form.
- One passport-size photo (approx. 35mm x 45mm), taken within the last 6 months.
Photo must have a plain background and be stuck to the application form using a glue stick.
- [Certificate of Eligibility](#) (COE) – this can be either an original or a printed copy

If you are **NOT** a BRITISH/IRISH Citizen:

② Items required depending on Nationality

- Proof of valid UK Residence Permit/Entry Clearance*

In some cases, additional supporting documents may be required.

* **【Important Notes】**

Note 1: We cannot accept a visa application submitted more than 3 months before the date of arrival in Japan.

Note 2: Proof of valid UK Residence Permit/Entry Clearance where applicable, in the form of one of the following:

- i. BRP card (plus a photocopy of both sides).
- ii. UK Residence Permit/Entry Clearance in passport (plus a photocopy).
- iii. 'Your immigration status' printout from <https://www.gov.uk/view-prove-immigration-status> showing your name, ID photo, immigration status.

Note 3: Citizens of Russia, Azerbaijan, Armenia, Ukraine, Georgia, Belarus, Kazakhstan, Kyrgyz, Moldova, Tajikistan, Turkmenistan and Uzbekistan are required to submit TWO visa application forms and TWO identical passport-sized photographs.

Note 4: Your passport, visa application form and passport-size photo must be originals, NOT COPIES.

Note 5: We do not return any of the documents submitted (aside from your passport), even once the application has been processed.

Note 6: In principle, the visa processing time is 5 working days from the day that the Embassy accepted documents as a valid visa application.

Note 7: Personal information on certificates etc. must match your passport.