

# CHECKLIST FOR TEMPORARY VISITOR VISA

## Short term Business trip/Conference/Study/Cultural Exchange, etc.

Period of stay: up to 90 days

### ITEMS REQUIRED

<b>Valid Passport (Original)</b>	At least 2 blank pages.
<b>Completed <a href="#">Visa Application Form</a> (<a href="#">Sample</a>)</b>	<ul style="list-style-type: none"> <li>● Signatures must be in ink pen. Digital signatures will not be accepted.</li> <li>● If a field is not applicable, please write "N/A" or "None".</li> <li>● All fields are to be completed clearly and legibly in ink pen or digitally.</li> </ul>
<b>One passport-size photo 35mm x 45mm</b>	<ul style="list-style-type: none"> <li>● Taken within the last 6 months.</li> <li>● Have a plain background.</li> <li>● Printed on photo quality paper and stuck to the application form using a glue stick. (Do not use blu tack, double sided tape, etc)</li> </ul>
<b>Valid UK eVisa &amp; Share Code / Entry Clearance to prove your immigration status</b>	<p>◆ 'Your immigration status' page printout from <a href="http://www.gov.uk">www.gov.uk</a> showing your name, ID photo and immigration status and share code (S-- --- ---).</p> <p>OR</p> <p>◆ Valid UK Entry Clearance / Indefinite Leave to Remain in passport (plus a photocopy).</p>
<b>Letter from employer or academic institution in the UK</b>	Issued within the last 3 months, certifying your employment / enrolment.
<b><a href="#">Schedule of Stay</a></b>	Detailed <a href="#">Schedule of Stay</a> that covers each day of the proposed trip.
<b><a href="#">Invitation Letter</a></b>	From the company/event organiser/school in Japan
<b>Evidence of your planned activity in Japan</b>	Details of the inviting company/conference/event, school enrolment certificate
<b>Proof of funds</b>	<p>◆ Letter from employer/school stating that they will cover your costs.</p> <p>OR</p> <p>◆ If self-funded, bank statements covering the last 3 months with sufficient funds for the proposed trip.</p>
Flight information (If booked)	For journey to and from Japan
Hotel information (If booked)	Booking confirmation for your accommodation during your stay in Japan.

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

Note 4: We do not return any of the documents submitted (aside from your passport), even once the application has been processed.

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

Note 6: Personal information on certificates etc. must match your passport.