

DOCUMENTS TO BE SUBMITTED WHEN APPLYING FOR
TEMPORARY VISITOR VISA
(With effect from 09th July 2012)

Applicants should download the visa application form from the Embassy's home page http://www.mofa.go.jp/j_info/visit/visa/pdfs/application1.pdf - fill it and submit a hard copy (printed copy) together with the relevant documents.

How to fill the visa application

- a) The visa application form must be **completed in full**, leaving no details incomplete.
- b) Details given therein must be **true and correct**.
- c) The maximum period of stay in Japan for a **short term visit is Ninety (90) Days**.
- d) Applicants should decide on the **exact period of stay** in Japan according to one's schedule, which may cover a maximum period of (90) days.
- e) Visa applications should be **typed** or **legibly** hand written in **BLOCK LETTERS**.
- f) **Each applicant** should fill a **separate visa application, including child applicants**.

Compulsory visa requirements for Business / Tourism / Studies

- Applicants visiting Japan for the first time should produce the original **Birth Certificate** with a **photocopy** and an **Affidavit** declaring that they have not changed their original name.
- A letter from the travel agent confirming the itinerary. (The Embassy does not assume responsibility as regards obtaining REFUND on Air Tickets).
- A **photograph** taken within the past six months. (Refer Visa Application Form for specifications on Photo).
- A **valid Passport** (a minimum validity of Six (6) Months) and **previous cancelled passports**; if any.
- Applicants if married, should produce the **original marriage certificate with a photocopy**.
- Applicants should produce the original **National Identity with a photocopy**

NOTICE TO ALL VISA APPLICANTS

ALL VISA APPLICANTS ARE KINDLY REQUESTED TO PRODUCE THE NATIONAL IDENTITY CARD WHEN APPLYING FOR JAPANESE VISA. THEREFORE, PLEASE CHECK WHETHER THE NATIONAL IDENTITY CARD IS LEGIBLE AND CLEAR. IDENTITY CARDS WHICH ARE ILLEGIBLE, BADLY DISCOLOURED AND DAMAGED WILL NOT BE ACCEPTED. TO AVOID ANY INCONVENIENCE, VISA APPLICANTS ARE REQUESTED TO CHECK THE STATE OF THEIR OWN NATIONAL IDENTITY CARDS, AND IF THE NATIONAL IDENTITY CARD IS NOT IN AN ACCEPTABLE CONDITION TO OBTAIN A NEW IDENTITY CARD FROM THE REGISTRATION OF PERSONS DEPARTMENT.

- **Student visa applicants** should produce their original **GCE Ordinary Level and Advanced Level** results issued by the **School Principal**

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Documents required for Business visit

1. A letter from the local company (reasons for entry, period of stay & Japanese company intending to visit)
2. Original business registration of the local company with a photocopy
3. Company's Bank Statements (Originals) for the past Six (6) Months. (Fixed deposit Certificates will not be accepted)
4. The latest Original Tax payment receipt of the local company.
5. Original guarantee letter from a Japanese Company (if food and lodging expenses in Japan are borne by the sponsor in Japan) with Japanese Company Registration (Original)

PLEASE SUBMIT THE COURIER/POSTAL ENVELOPE TOGETHER WITH THE ORIGINAL DOCUMENTS FROM JAPAN

Documents required for Tourism, To visit Relatives or attend Seminars etc.

1. Bank Statements (Originals) for the past Six (6) Months. (Fixed Deposit Certificates will not be accepted).
2. Employment Certificate; if employed. (or other relevant certificates i.e. original business registration certificate if owner or partner of a business). For student applicants a letter from the school Principal or head of the institution.
3. Document explaining the applicants activities in Japan.
 - a) If sightseeing; detail itinerary of proposed travel plan and a hotel reservation (fax reservations only)
 - b) If visiting relatives; detailed information about relatives and proposed plan of visit
 - **if relative or friend is a Sri Lankan**, copy of Resident Card, Residence Registration Certificate issued from city office in Japan & passport copies, including a copy of a valid visa to stay in Japan
 - **if relative or friend is a Japanese, Guarantee letter** (if food and lodging expenses in Japan are borne by the sponsor in Japan), **Invitation letter, Schedule of Stay** his/her income certificate, | resident certificate& employment certificate
 - c) Documents relating to tours or tour packages, brochures etc.
 - d) If attending a meeting, seminar or conference; details of such venue and program
 - e) A hotel reservation and any other relevant documents the applicant may wish to forward.

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NOTE :

1. **All documents** submitted by applicants **must be genuine**. Applicants submitting **forged documents** or giving **incorrect information** in the visa application form will be considered **permanently ineligible for visa to Japan**.
2. The above documents are required only for accepting visa applications. They do not automatically qualify for the issuance of a visa. Other documents may be requested by the Visa Officer subsequently.
3. Applications will be accepted from Monday-Friday between **9.00 & 10.30 a.m. & 5 working days** for processing.
4. Visas will be issued on Monday to Friday between **3.00 p.m. & 4.30 p.m.**
5. Applicants may be subject to an interview at the discretion of the Visa Officer.
6. **Visa Fee** payable on receiving an entry visa is **Rs.4,110/=** for each individual applicant. Child applicants travelling on parents passports will also be charged individually. Applicants are advised to tender the exact amount for visa fee and thereby avoid any inconvenience

Visa Officer, Embassy of Japan in Sri Lanka