



Japan Visa Application Centre, Colombo

Short Term Stay- Tourism (Sightseeing)

Requisition Form and Checklist

Passport Number:	Name:
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Important notes

- Documents should be sorted according to the checklist.
- The visa application process will take six working days, in individual cases when further scrutiny is needed this period may extend.
- All photocopies must be in A4 size.
- NIC, Birth and Marriage certificates are mandatory during each travel.
*If NIC number does not match the Passport, endorsement is required on passport.
- All documents (Including the NIC) in Sinhalese or Tamil must be submitted with an official English translation.
- All original documents should be submitted along with a set of photo copies.
- All original documents from Sponsor have to be submitted along with courier cover.
- No Pins, Staples, Cello tape, Paper Clips should be used on documents.
- Consent letter from parents for child below 16 years old.

	Document Checklist	Yes	No	N/A
1)	Application form (Each applicant should fill in a separate form, including child applicants) <ul style="list-style-type: none">• Should be filled in block letters• Name Should be written as per the passport			
2)	Photograph (Recent photo which has been taken not before 6 months) <ul style="list-style-type: none">• 2 inch X 2 inch to be pasted on application.• Full Face on white or light background.			
3)	Current and if any previous passports. <ul style="list-style-type: none">• The surnames and other names should appear as per NIC. No initials.• Two copies of the bio page have to be annexed to the application form• Passport should contain at least two visa blank pages.• If loss of any previous passport a police report should be submitted.			
4)	Schedule of Stay (date wise) <ul style="list-style-type: none">• The above should be in embassy format which can be downloaded from the link below http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html			
5)	List of applicant (if applicable) <ul style="list-style-type: none">• The above should be in embassy format which can be downloaded from the link below http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html			
6)	Hotel Reservation (if applicable) <ul style="list-style-type: none">• A detailed Reservation			
7)	Travel Itinerary (Return flight booking) <ul style="list-style-type: none">• Please do not submit paid flight tickets, as the Embassy will not be liable for the financial loss in case of a rejection.			

8)	Proof of Occupation <ul style="list-style-type: none"> • Employees: letter of employer stating the date of commencement and confirming period of approved paid or unpaid leave • Self- employed: business registration and form 48 or 20, company's bank statement for the last six months • Students: letter from school or university confirming the period of leave 			
9)	Personal Documents <ul style="list-style-type: none"> • Passport Bio page (if any alterations, please attach a copy of alternation page) • National Identity, Birth,Marriage,Divorce,Death Certificates are mandatory during each travel • Affidavit original (For first time travelers) in English • Proof of relationship (if applicable) 			
10)	Personal Bank Statements (Last six months) <ul style="list-style-type: none"> • Current Accounts • If Savings Accounts (Copies of all used pages of the up dated bank book) ✓ if tour is sponsored by anyone else his/hers authorizing letter and bank statements 			

Previous Travel Records to Japan (Within Last One Year)		
	Period	The Number of Days
1		
2		
3		
4		
5		

Required Documents for Nationals of China, Russia, CIS, Georgia and Philippines,
Please visit the following website of Embassy of Japan in Sri Lanka
(http://www.lk.emb-japan.go.jp/itpr_en/00_000095.html)

Comments:

Applicant / Agent Signature _____

Agency Name (If applicable) _____

Contact Number _____

(VFS Officer's Signature)