



Japan Visa Application Centre, Colombo

Short Term Stay- Tourism/ Visiting relatives or acquaintances -With Guarantor

Requisition Form and Checklist

Passport Number:	Name:
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<p>Important notes</p> <ul style="list-style-type: none"> • 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 no 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 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 bellow 16 years old.

	Document Checklist	Yes	No	N/A
1)	<p>Application form (Each applicant should fill in a separate form, including child applicants)</p> <ul style="list-style-type: none"> • Should be filled in block letters • Name Should be written as per the passport 			
2)	<p>Photograph (Recent photo which has been taken not before 6 months)</p> <ul style="list-style-type: none"> • 2 inch X 2 inch to be pasted on application. • Full Face on white or light background. 			
3)	<p>Current and if any previous passports</p> <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)	<p>Invitation /Sponsorship (from Japan)</p> <ul style="list-style-type: none"> • Invitation Letter • Guarantee Letter • List of Applicants (if applicable) • Schedule of stay (all of 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) • Resident certificate original ,Income certificate original, Bank book copies • Employment confirmation (if applicable) ✓ Do not need guarantee letter If applicant is bearing his own expenses <p>Non-Japanese National</p>			

	<ul style="list-style-type: none"> Resident card and Passport bio page copy, Resident certificate original, Income certificate original and Bank book copies, if applicable Employment confirmation Japanese National <ul style="list-style-type: none"> A copy of Passport bio page and Immigration stamp (if visited Sri Lanka before) <ul style="list-style-type: none"> ✓ Family Registration (if applicable) 			
5)	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 			
6)	Hotel Reservation (if applicable) <ul style="list-style-type: none"> A detailed Reservation 			
7)	Proof of Employment <ul style="list-style-type: none"> Employees: letter of employer stating 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 			
8)	Personal Documents <ul style="list-style-type: none"> Passport Bio page (if any alterations, please attach a copy of the page) National Identity card, Birth, Marriage, Divorce, Death Certificates mandatory during each travel Affidavit original (For first time travelers) in English Proof of relationship (if applicable) 			
9)	Personal Bank Statements (recent six months) <ul style="list-style-type: none"> Current Accounts If Savings Accounts (Copies of all used pages of the up dated Bank book) 			

Previous Travel Records to Japan (Within Last One Year)		The Number of Days
Period		
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)