



Japan Visa Application Centre, Colombo

Long Term Stay- Student/Employment/Dependent and other 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 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 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 bellow 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 Each applicant should fill in a separate form, including child applicants			
2)	Photograph <ul style="list-style-type: none">• 2 inch X 2 inch to be pasted on application.• Full Face on white or light background.• Recent photo which has been taken not before 6 months.			
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)	Certificate of Eligibility Original with a Copy			
5)	Travel Itinerary (one way flight booking) Please do not submit paid flight tickets, as the Embassy will not be liable for the			

	financial loss in case of a rejection.			
6)	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 are mandatory during each travel Affidavit original (For first time travelers) in English 			
7)	IF Students – OL/ AL certificates from school or from the Ministry Of Education. School leaving certificate. Letter of admission from Japanese School/ University Employment/ Dependent/ others – Relevant Documents			

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)