

Single-entry visa for business purpose

(Meeting, Conference, Non-practical work training, Cultural/Sports exchange, etc.)

		Required documents	Remarks
Provided by VISA applicant			
①	<input type="checkbox"/>	Valid passport (Original)	<ul style="list-style-type: none"> • No significant stain or damage. • Should have at least 2 blank pages for VISA.
②	<input type="checkbox"/>	VISA application with 1 photo affixed (Original)	<ul style="list-style-type: none"> • Taken within the last 6 months. (H:4.5cm x W:3.5cm, White background, B/W or color photo) • Fill "N/A" in the column that does not apply to the applicant.
③	<input type="checkbox"/>	Documents to prove ability to cover travel expenses	<ul style="list-style-type: none"> • If the employer pays for expenses: <ul style="list-style-type: none"> - the letter or similar document which indicates that the employer will cover the expenses. - a copy of the patent tax certificate. • If all the expenses is paid by an individual, submit bank statements for the most recent 3 months (3 months before application date).
④	<input type="checkbox"/>	Certificate of employment	<ul style="list-style-type: none"> • State the position, period of employment, salary, etc. (Free style format)
⑤	<input type="checkbox"/>	Mission letter	(Free style format)
Prepared by inviting person in Japan (Copies can be accepted as well)			
⑥	<input type="checkbox"/>	Letter of Invitation	<ul style="list-style-type: none"> • Stamp is not necessary. • Explain in detail the "Purpose of invitation" and "Background of invitation" column. Using only a short word such as "for business", "for meeting" or "for training" are not acceptable. • If there are more than one applicant, please write "number of additional applicants on Letter of invitation" and attach the "List of Visa Applicants".

⑦	<input type="checkbox"/>	Travel Itinerary/ Training Plan	<ul style="list-style-type: none"> • For travel itinerary, fill: <ul style="list-style-type: none"> - Daily activities of each day. - Expected date, flight and name of airport at the time of entry/departure from Japan. - Accommodation/Hotel information (Name, address, phone number). • For training that does not involve practical work, please submit a training plan.* <p>* Document describes the necessity of training, including training details, methods, place, period, daily schedule (together with flight information), person in-charge and language to be used.).</p>
Prepared by the guarantor in Japan if pays for expense. (Copies can be accepted as well.)			
⑧	<input type="checkbox"/>	Overview documents of company / organizations	<ul style="list-style-type: none"> • Not required for national or local governments or incorporated administrative agencies. • Certified copy of the corporation register (Tokibo-Tohon), Company Brochure, Pamphlet or Details of Company/Organization. • If inviter is a listed company on a stock exchange, a photocopy of the latest Quarterly Report (Shiki-Ho) can be alternative. • If inviter is a person (not company or organization), submit his/her Employment Certificate or Business License.
⑨	<input type="checkbox"/>	Letter of guarantee	<ul style="list-style-type: none"> • Stamp is not necessary • If there are more than an applicant, please write "number of additional applicants on Letter of guarantee" and attach "List of Visa Applicants".