

# Check List

2018 version

## Single Entry Short Term Stay Visa (Business)

Please **do NOT** staple/clip/tab documents

<input type="checkbox"/>	1. Valid National Passport with at least one completely blank Visa Page
<input type="checkbox"/>	2. U.S. Visa Status (Please submit both Originals and Photo copies) Permanent Resident (Green Card, Advanced Parole, I-551) H1B stamp / L-1 stamp and <input type="checkbox"/> I-797, <input type="checkbox"/> I-94 F-1 stamp and <input type="checkbox"/> I-20( <input type="checkbox"/> with a valid school signature to travel) , EAD Card <input type="checkbox"/> , I-94 <input type="checkbox"/> J-1 stamp and <input type="checkbox"/> DS-2019( <input type="checkbox"/> with a valid signature to travel), <input type="checkbox"/> I-94 <input type="checkbox"/> Photo copies of all applicable documents above. (Front and back)
<input type="checkbox"/>	3. One Visa Application Form (For Russian Nationals, Nationals of CIS and Georgia: Two applications Forms) * Please type or print legibly in black/blue ink (no pencil). * Please do not leave any questions blank ( <b>Please write N/A if the question does not apply to you</b> ) * Your signature must match your passport signature. * <b>Chinese citizens must write their names in both English AND Chinese characters.</b>
<input type="checkbox"/>	4. One Photo (2x2 inches/White Background/No glasses, taken within the last 6 months) taped to your application form without covering the head, face and neck. (For Russian Nationals, Nationals of CIS and Georgia: Two photos)
<input type="checkbox"/>	5. Flight Itinerary or Flight Reservations covering the entire trip <u>starting from the US.</u> <b>PLEASE NOTE: We are not responsible for tickets, which are unusable due to delay or denial of visa.</b>
<input type="checkbox"/>	6. Business Letter from your local company in the U.S. (see sample template pg. 3)
<input type="checkbox"/>	7. Materials showing the outline of the U.S. company's business as well as that of the company in Japan. (Not required if your company is listed on the U.S. stock exchange market)
<input type="checkbox"/>	8. Letter of Reasons for Invitation from your visiting company or conference organizer in Japan
<input type="checkbox"/>	9. Visa Fee (Payment is due at the time of pick up only)

\* Please do not staple/clip documents.

\* No Reservation is required. \* Visa Applications must be submitted in person. \* We take a minimum of 5 business days to process. So please apply for your visa ahead of time. For special circumstances, we may take longer. Additionally, we do not have expedited services, no exceptions.

\* Our visa is valid for 3 months once issued to enter Japan.

\* All documents must be written in English or Japanese. \* We only accept original documents. \* **Screen Shots** will not be accepted.

\* Please submit a set of documents for each applicant. You may not share your documents. We do not make copies.

\* All documents must show your full name. We may request additional documents.

\* Visa Fee must be paid in cash, money order or cashier's check payable to "Consulate General of Japan" when you pick up.

\* 6 month validity is required for US re-entry permit or US refugee travel document holders who wish to travel Japan. Please note that we issue only single entry visas for these types of travel documents.

\* For our holiday schedule, to download forms and for more information, please visit: <http://www.sf.us.emb-japan.go.jp/>

\* You must live in our jurisdiction to apply for your visa. (Northern and Central California & Nevada)

\* **Please bring proof of residence such as your California/Nevada Driver's license/ID card, utility bill and etc.**

\* This list is valid at the San Francisco Office only.

Consulate General of Japan, San Francisco  
Visa Section  
275 Battery Street, #2100  
San Francisco, CA 94111  
415-780-6000 ext. 6092

9/10/2018

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< SAMPLE LETTER for BUSINESS MEETING >

Date

To whom it may concern,

This is to request you to grant a visa for our employee to visit Japan.  
Our company will be responsible for the applicant's expenses relating to this trip.

We provide all the necessary information as follows:

Applicant's Name:  
Applicant's Position in the company:  
Business purpose of this trip (Describe in detail.):

Date of Arrival in Japan:  
Date of Departure from Japan:

Visiting company in Japan  
Name of the company:  
Address of the company:  
Contact person's Full Name:  
Contact person's Telephone Number:

Sincerely Yours,

Signature  
Printed Name  
Title  
Local Address  
Phone number

**(NOTE)** This letter must be written on an official letterhead of your local company.  
The signature must be in ink.  
We will not accept documents with E-signatures, PDF documents/copies.

# Letter of Reason for Invitation

\_\_\_\_\_ year/month/day

To: (Ambassador / Consul-General) of Japan in \_\_\_\_\_

## Inviting Person

(When an inviting person and a guarantor are the same, you may skip this section by writing "omitted".)

Address: 〒 \_\_\_\_\_

Full name: (Note) \_\_\_\_\_

\_\_\_\_\_(Seal)

Telephone number: \_\_\_\_\_ (Extension \_\_\_\_\_ )

Fax number: \_\_\_\_\_

[Fill in the following items when the company/organization is extending the invitation.]

Contact person's division: \_\_\_\_\_

Contact person's full name: \_\_\_\_\_

Contact person's telephone number: \_\_\_\_\_ ( Extension \_\_\_\_\_ )

Contact person's Fax number: \_\_\_\_\_

## Visa Applicant

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_

Full name (in Latin alphabet): \_\_\_\_\_

Date of birth: \_\_\_\_\_ (Age: \_\_\_\_\_ ) Male  Female  additional \_\_\_\_\_ applicants  
year/month/day

## The purpose of inviting the above person(s) is as follows:

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

(1) Purpose of invitation

(2) Background to invitation (Explain the background to this invitation in detail)

(3) Relationship with visa applicant(s)

(Note)  When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.

Foreign nationals who do not have a seal may put his/her signature here.

# VISA APPLICATION FORM TO ENTER JAPAN

\*Official use only

(Paste photo here)  
45mm x45mm  
or 2inx2in

Surname (as shown in passport) \_\_\_\_\_

Given and middle names (as shown in passport) \_\_\_\_\_

Other names (including any other names you are or have been known by)  
\_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_  
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male  Female  Marital status: Single  Married  Widowed  Divorced

Nationality or citizenship \_\_\_\_\_

Former and/or other nationalities or citizenships \_\_\_\_\_

ID No. issued to you by your government \_\_\_\_\_

Passport type: Diplomatic  Official  Ordinary  Other  Passport No. \_\_\_\_\_

Place of issue \_\_\_\_\_ Date of issue \_\_\_\_\_  
(Day)/(Month)/(Year)

Issuing authority \_\_\_\_\_ Date of expiry \_\_\_\_\_  
(Day)/(Month)/(Year)

Purpose of visit to Japan \_\_\_\_\_

Intended length of stay in Japan \_\_\_\_\_

Date of arrival in Japan \_\_\_\_\_

Port of entry into Japan \_\_\_\_\_ Name of ship or airline \_\_\_\_\_

Names and addresses of hotels or persons with whom applicant intends to stay

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Dates and duration of previous stays in Japan \_\_\_\_\_

Your current residential address (if you have more than one address, please list them all)

Address \_\_\_\_\_

Tel. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Current profession or occupation and position \_\_\_\_\_

Name and address of employer

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

\*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan(Please provide details of the guarantor or the person to be visited in Japan)

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male  Female

(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

Inviter in Japan(Please write 'same as above' if the inviting person and the guarantor are the same)

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male  Female

(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

\*Remarks/Special circumstances, if any \_\_\_\_\_

Have you ever:

- been convicted of a crime or offence in any country? Yes  No
- been sentenced to imprisonment for 1 year or more in any country? \*\* Yes  No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes  No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? \*\* Yes  No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes  No
- committed trafficking in persons or incited or aided another to commit such an offence? Yes  No

\*\* Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application \_\_\_\_\_ Signature of applicant \_\_\_\_\_  
(Day)/(Month)/(Year)

\* It is not mandatory to complete these items.

Any personal information gathered in this application as well as additional information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used for the purpose of processing the visa application and to the extent necessary for the purposes stated in Article 8 of the Act.