

Check List

Single Entry

Short Term Stay Visa
(Conference)

2018 version

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) <input type="checkbox"/> Permanent Resident (Green Card, Advanced Parole, I-551) & <input type="checkbox"/> copy <input type="checkbox"/> H1B stamp & <input type="checkbox"/> copy / <input type="checkbox"/> L-1 stamp <input type="checkbox"/> I-797 & <input type="checkbox"/> copy <input type="checkbox"/> F-1 stamp & <input type="checkbox"/> copy and <input type="checkbox"/> I-20(<input type="checkbox"/> with a valid school signature to travel) & <input type="checkbox"/> copy <input type="checkbox"/> J-1 stamp & <input type="checkbox"/> copy and <input type="checkbox"/> DS-2019(<input type="checkbox"/> with a valid signature to travel) & <input type="checkbox"/> copy <input type="checkbox"/> Employment Authorization Card (if applicable) & <input type="checkbox"/> copy
<input type="checkbox"/>	3. Visa Application Form (For nationals of Russia, Ukraine, Belarus, Georgia and other CIS nationals: Two Application Forms) * Please type or print legibly in black/blue ink (no pencil). * Please do not leave any questions blank (Please write N/A if the question does not apply to you) * Your signature must match your passport signature. * Chinese citizens must write their names in both English AND Chinese characters.
<input type="checkbox"/>	4. One Photo taped to application form (2x2 inches/White Background/No glasses, taken within the last 6 months) (For nationals of Russia, Ukraine, Belarus, Georgia, and other CIS nationals: Two photos)
<input type="checkbox"/>	5. Flight Itinerary or Flight Reservation that covers the entire trip <u>starting from the US.</u> PLEASE NOTE: We are not responsible for tickets, which are unusable due to delay or denial of visa.
<input type="checkbox"/>	6. Conference Letter from your local company in the U.S. (see sample template page 3).
<input type="checkbox"/>	7. Materials showing the information about the conference in Japan.
<input type="checkbox"/>	8. Letter of Reasons for Invitation from your visiting company or conference organizer in Japan (see sample template)
<input type="checkbox"/>	9. Proof of residence such as your California/Nevada Driver's license/ID card, utility bill, bank statement, etc, showing your current address. * You must live in our jurisdiction to apply for your visa. (Northern and Central California & Nevada)
<input type="checkbox"/>	10. Visa Fee (Payment is due at the time of pick up only)

* **Please do NOT staple or 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 by cash, money order or cashier's check payable to "Consulate General of Japan" when you pick up.
- * Applications from those who entered the U.S. with a B1/B2 visa or who are under a U.S. visa exemption status will not be accepted.
- * 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.
- * This list is valid at the San Francisco Office only.



For our holiday schedule, to download forms and for more information,
please visit:
http://www.sf.us.emb-japan.go.jp/itpr_en/visa_travel.html

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 ATTENDING CONFERENCE >

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:

Purpose and nature of this trip (Describe in detail.):

Date of Arrival in Japan:

Date of Departure from Japan:

Conference Information

Name of the conference:

Name of the Host Organization in Japan:

Address of the Host Organization:

Full Name of the Contact Person in the Host Organization:

Phone number of the Contact Person in the Host Organization:

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.