

Please do NOT staple/clip/tab documents

The following is an outline for application procedures for nationals of **Brazil, China, India, Indonesia, Philippines, South Africa, Vietnam, Russia, NIS and Georgia** who wish to apply for a multiple-entry visa as a temporary visitor. The visa is for the purpose of business affairs, so you are not permitted to perform activities to undertake revenue generating business operations or activities to receive remuneration. If you are not nationals listed above, please call our office.

Conditions/Eligibility:

- (1) The applicant's passport must be an Ordinary Machine-Readable Passport (MRP) or ePassport in compliance with the International Civil Aviation Organization (ICAO) standard.
- (2) Your company in the U.S. or the company you will visit in Japan must be listed on the stock exchange market in the U.S. or Japan.
- (3) You have been working at your local company for at least 1 year OR you hold a managerial position or higher. (Except nationals of China, India, Vietnam, Azerbaijan, Russia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Ukraine, Uzbekistan & Georgia)

Check List for Multiple-Entry Visa

<input type="checkbox"/>	1. A 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, Advance Parole, I-551) <input type="checkbox"/> GC, AP, I-551, etc <input type="checkbox"/> & copy <input type="checkbox"/> HIB stamp <input type="checkbox"/> & copy / <input type="checkbox"/> L-1 stamp & copy <input type="checkbox"/> I-797 <input type="checkbox"/> & copy <input type="checkbox"/> F-1 stamp <input type="checkbox"/> & copy with <input type="checkbox"/> I-20 with a Valid Travel signature <input type="checkbox"/> & copy <input type="checkbox"/> J-1 stamp <input type="checkbox"/> & copy with <input type="checkbox"/> DS2019 with a Valid Travel signature <input type="checkbox"/> & copy <input type="checkbox"/> Employment Authorization Card (if applicable) <input type="checkbox"/> & copy
<input type="checkbox"/>	3. One Visa Application Form (You must write intended date of departure from US, dates of arrival and departure in Japan.) * For nationals of Russia, NIS and Georgia, please submit two (2) application forms . * Chinese citizens must write their names in both English AND Chinese characters.
<input type="checkbox"/>	4. One photo taken within the past six months taped to application form. (2" X 2", Front shot, white background) * For nationals of Russia, NIS and Georgia, please submit two (2) identical photos .
<input type="checkbox"/>	5. A Multiple entry format Business Letter from the <u>Local office</u> (A Dispatch Letter) (see sample template)
<input type="checkbox"/>	6. Visa Fee (Due at pick up). * We take a minimum of 5 business days to process. we do not have expedited services
<input type="checkbox"/>	7. If your company is not listed on the U.S. Stock Exchange Market, you must submit two additional documents from Japan. <input type="checkbox"/> Document to prove your visiting company in Japan is listed on the Japanese Stock Exchange Market. <input type="checkbox"/> Letter of Reason for Invitation. (Multiple-entry format) (see sample template)
<input type="checkbox"/>	8. Proof of residence such as your <input type="checkbox"/> California/Nevada Driver's license/ID card, <input type="checkbox"/> utility bill, <input type="checkbox"/> bank statements, etc, showing your current address. * You must live in our jurisdiction to apply for your visa. (Northern and Central California & Nevada)

- Notes:
- * For nationals of Russia, NIS and Georgia, please submit **two (2) application forms and two (2) identical photos**
 - * Please **do NOT** staple or clip your documents.
 - * The length of stay for the visa will be up to 90 days for each visit. Multiple-entry Visa will be valid 3 years.
 - * If necessary, additional documents may be required other than the documents listed above.
 - * Please note that we may issue a single-entry visa after visa application examination.
 - * If multiple-entry visa is not approved, a flight itinerary will be required.
 - * We will not issue multiple-entry visas for Alien Passports such as U.S. Re-entry permit/Travel Document and etc.



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

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[Local Company Letterhead]

Date

To whom it may concern

This is a request to grant a visa for our employee to visit Japan.

Our company will be responsible for the applicant's expenses related to this trip.

We have provided the necessary information as follows:

Applicant's Name:

Applicant's position in the company:

*Applicant's Date of Hire:

Date of Arrival in Japan:

Date of Departure from Japan:

Business Purpose: (Describe in detail)

Reason to request a multiple entry visa:

Our company is listed on the U.S. Stock Exchange Market, and our ticker (stock) Symbol is _____.

Visiting Japanese company

Name:

Address:

Contact person's Full Name

Contact person's Telephone number:

Sincerely Yours,

Signature by authorized person

Printed Name

Title

Local business address

Local Phone number

Note:

* An applicant must be working at your office for more than one year. (except nationals mentioned on the check list 2018 version)

* An applicant must bring the originally signed business letter.

* Documents with E-signature, PDF / copied documents will **NOT** be accepted.

招へい理由書（数次）

平成 年 月 日

在 _____ 日本国 大使 〇 殿
総領事 〇

招へい人

住 所： 〒 _____

氏 名： _____ (注) ⑩

電 話 番 号： _____ () - _____ (内線)

F A X 番 号： _____ () - _____

【以下は、会社・団体が招へいする場合に記入して下さい】

担当者所属先名： _____

担 当 者 氏 名： _____

電 話 番 号： _____ () - _____ (内線)

F A X 番 号： _____ () - _____

ビザ申請人

(氏名は必ず旅券上のアルファベット表記で記載して下さい。申請人が複数の場合は代表者の身分事項を下記に記入の上、申請者リストを作成し、添付して下さい。)

国 籍： _____

職 業： _____

氏 名： _____

(男〇 女〇) ほか 名

生 年 月 日： 西暦 _____ 年 _____ 月 _____ 日生 _____ 歳

上記の者の招へい目的等は次のとおりです。

((1) 及び (2) については、今回招へいするに至った目的、経緯の詳細について記入して下さい。)

(本欄に記入しきれない場合は、「別紙のとおり」と記入し、別紙を作成して下さい。)

(1) 招へい目的

(2) 招へい経緯

(3) 申請人との関係

(4) 数次査証を必要とする理由・今後の訪日予定

(注) 会社・団体等が招へいする場合 : 会社・団体名及び役職名を記入の上、代表者印、役職印又は社印を押印してください(私印不可)。押印が困難な場合は所属機関の然るべき役職の方が署名してください。

外国籍者等で印鑑がない場合 : 署名してください。

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.