

CHECKLIST FOR MULTIPLE-ENTRY (CHINA)

Please do NOT staple/clip/tab/put sticky notes on documents **YOU MUST APPLY WITHIN 3 MONTHS OF ENTERING JAPAN**

The following is an outline of application procedures for nationals of China who wish to apply for a multiple-entry visa as a temporary visitor. This visa is for the purpose of tourism, business affairs, and visits to relatives/acquaintances. Holders of this visa are not permitted to perform activities to undertake revenue generating business operations or activities to receive remuneration while in Japan. Multiple-entry visas may be issued to applicants that have a sufficient level of financial capability and to their family members.

Checklist for Multiple-Entry Visa (CHINA)
--

<input type="checkbox"/>	1. A VALID ORIGINAL PASSPORT with at least one completely blank visa page.
<input type="checkbox"/>	2. ONE COMPLETED VISA APPLICATION FORM (SAMPLE) (Name must be written in both English AND Chinese characters.) * Your signature must match your passport signature. Please write E-MAIL address on form. * You must write your intended date of departure from the U.S. and the dates of arrival and departure for Japan.
<input type="checkbox"/>	3. ONE PHOTO taped to the application form (2" X 2" OR 2" x 1.4") Front shot/White background/No glasses, taken within the past six months)
<input type="checkbox"/>	4. COPY of U.S. VISA (Please submit copies only. Copies must be clear and legible.) <input type="checkbox"/> Permanent Resident (Green Card, Advance Parole, or I-551) <input type="checkbox"/> HIB Visa /H4 Visa/ L-1 Visa <input type="checkbox"/> I-797 (if applicable) <input type="checkbox"/> F-1 Visa AND <input type="checkbox"/> I-20 with a Valid Travel Endorsement page 1 and 2 <input type="checkbox"/> J-1 Visa AND <input type="checkbox"/> DS2019 with a Valid Travel Endorsement <input type="checkbox"/> Employment Authorization Card (if applicable)
<input type="checkbox"/>	5. A SIGNED AND DATED LETTER explaining the reason as to why the applicant is applying for a multiple-entry visa (see page 2)
<input type="checkbox"/>	6. BOTH OF THE FOLLOWING FINANCIAL DOCUMENTS: <input type="checkbox"/> A certificate of employment AND <input type="checkbox"/> Your most recent pay slip/stub * If you are self-employed or a business owner, please submit previous year's Tax Return Transcript issued by the IRS. (We do NOT accept W-2, 1040, job offer letters, etc.) <input type="checkbox"/> U.S. Bank Statements for the last 6 months showing sufficient funds(First page only showing ending balance) * Bank must be local and funds must be in U.S. currency. * U.S. Bank statement must show your full name, current balance, partial account number.
<input type="checkbox"/>	7. FOR SPOUSE AND/OR CHILD APPLICANTS, <input type="checkbox"/> Copy of Marriage Certificate w/translation <input type="checkbox"/> Copy of Birth Certificate w/translation <input type="checkbox"/> Copy of the multiple-entry visa AND <input type="checkbox"/> Copy of the sponsor's passport must be submitted if not applying at the same time.
<input type="checkbox"/>	8. COPY OF PROOF OF RESIDENCE such as California/Nevada driver's license/ID card, utility bill, bank statements, etc, showing your current address. *You must live within our jurisdiction to apply for your visa. (Northern and Central California & Nevada)
<input type="checkbox"/>	9. VISA FEE Exact amount in MONEY ORDER made payable to "Consulate General of Japan". CASH accepted for Drop-off only. NO personal checks accepted.
<input type="checkbox"/>	10. ONE COMPLETED RELEASE OF LIABILITY (see page 3)
<input type="checkbox"/>	11. PREPAID USPS SELF-ADDRESSED RETURN ENVELOPE with tracking. Service must be USPS Only. We are not able to return by FedEx, UPS, or DHL. We cannot send out by UPS or DHL. Passports cannot be picked up in-person.

- * Visa applications must be submitted [by mail or drop-off \(see step 2\)](#). There is NO in-person application process.
- * We take a minimum of **5 business days** to process. We do not have expedited services
- * Please do **NOT** staple or clip your documents. All documents must be written in English.
- * Please submit a set of documents for **each** applicant. You may **not share** your documents. We **do not** make copies.
- * If necessary, additional documents may be required other than the documents listed above.
- * If multiple-entry visa is not approved upon visa application examination, a flight itinerary & Schedule of stay must be submitted.
- * The length of stay for the visa will be up to 30 or 90 days for each visit. Multiple-entry Visa will be valid 3 or 5 years
- * The applicant must have financial documents under his/her name. If the applicant does not have any financial documents, the person whose name is on the financial documents must already have a Multiple-entry Visa to Japan **or** must apply for a multiple entry visa at the same time.

<Multiple-entry visa request>

Date: _____ / _____ / _____
Month Day Year

To the Consulate General of Japan in San Francisco,

I am requesting a multiple-entry visa because (state reasons below).

Sincerely Yours,

Signature ***Your signature must match your passport signature**

Printed Name

RELEASE OF LIABILITY

To the Consulate General of Japan in San Francisco,

I will not hold the Consulate General of Japan in San Francisco liable for any loss, damage or delivery delay of my documents while being mailed to and from the Consulate General of Japan in San Francisco.

I will take full responsibility for the transportation of these documents.

I also understand that I will verify that all my information on my Japanese visa is correct upon receiving my passport after the consulate processes my visa application. initials _____

Print your full name: _____

Your signature: _____

NOTE: Your signature must match your passport signature.

Date: _____

Updated: December 1, 2023