

## CHECKLIST FOR MULTIPLE-ENTRY (Indonesia, Vietnam, Philippines & Mongolia)

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

The following is an outline of application procedures for nationals of Indonesia, Vietnam, Philippines, & Mongolia 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.

<b>Checklist for Multiple-Entry Visa (INDONESIA, VIETNAM, PHILIPPINES &amp; MONGOLIA)</b>	
<input type="checkbox"/>	1. A VALID PASSPORT with at least one completely blank visa page.
<input type="checkbox"/>	2. <b><u>COPY</u></b> of U.S. VISA ( <b>Please submit copies only. Copies must be clear and legible.</b> ) <input type="checkbox"/> Permanent Resident (Green Card, Advance Parole, or I-551) <input type="checkbox"/> HIB Visa / L-1 Visa <input type="checkbox"/> I-797 (if applicable) <input type="checkbox"/> F-1 Visa <input type="checkbox"/> I-20 with a <b>Valid Travel Signature</b> <input type="checkbox"/> J-1 Visa <input type="checkbox"/> DS2019 with a <b>Valid Travel Signature</b> <input type="checkbox"/> Employment Authorization Card (if applicable)
<input type="checkbox"/>	3. ONE COMPLETED VISA <u>APPLICATION FORM</u> ( <u>SAMPLE</u> ) (You must write the intended date of departure from the U.S., and dates of arrival and departure for Japan.) <b>Please write EMAIL address on form.</b>
<input type="checkbox"/>	4. ONE PHOTO taped to the application form. (2" X 2" photo/Front shot/White background/No glasses/Taken within the past six months)
<input type="checkbox"/>	5. A <u>SIGNED AND DATED</u> 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 <b>with</b> 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 and/or Job offer letters) <input type="checkbox"/> Most recent U.S. Bank Statement(s) (Last 6 months U.S. Bank Statements for Mongolian nationals) showing sufficient funds. * Bank must be local and funds must be in US currency. * U.S. Bank statement must show your full name, current balance, partial account number.
<input type="checkbox"/>	7. FOR MONGOLIAN NATIONALS ONLY - COPY OF PREVIOUS JAPANESE LANDING PERMISSION RECORD on your passport(s) from the last three (3) years.
<input type="checkbox"/>	8. FOR SPOUSE AND/OR CHILDREN APPLICANTS <input type="checkbox"/> Copy of Marriage Certificate w/ Translation <input type="checkbox"/> Copy of Birth Certificate w/ Translation
<input type="checkbox"/>	9. COPY OF PROOF OF RESIDENCE such as your California/Nevada driver's license/ID card, utility bill, bank statements, etc, showing your current address. * You must live within our <u>jurisdiction</u> to apply for your visa. (Northern and Central California & Nevada)
<input type="checkbox"/>	10. VISA <u>FEE</u> Exact amount in MONEY ORDER made payable to "Consulate General of Japan". CASH accepted for Drop-off only. NO personal checks accepted. No fee for Philippine Nationals.
<input type="checkbox"/>	11. ONE COMPLETED <u>RELEASE OF LIABILITY</u> (see page 3)
<input type="checkbox"/>	12. <b>PREPAID USPS SELF-ADDRESSED RETURN ENVELOPE with tracking. Service must be USPS Only. We are not able to return by FedEx, UPS, or DHL. Passports cannot be picked up in-person.</b>

- \* Visa applications must be submitted by mail or drop-off. There is NO in-person application process.
- \* **Please do NOT staple or clip your documents.**
- \* 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.
- \* Please note that we may issue a single-entry visa after visa application examination.
- \* If multiple-entry visa is not approved upon visa application examination, a flight itinerary & Schedule of stay must be submitted.
- \* Length of stay of the visa will be up to 15 or 30 days for each visit.

<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).

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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: June 30th, 2023*