

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

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 Indonesia, Vietnam, and the Philippines 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.

Checklist for Multiple-Entry Visa (INDONESIA, VIETNAM & PHILIPPINES)		
1	Valid Passport	Valid Passport with at least one completely blank visa page.
2	Proof of your U.S. Immigration Status	<p><u>Copy</u> of U.S. VISA (Please submit copies only. Copies must be clear and legible.)</p> <input type="checkbox"/> Permanent Resident (Green Card, Advance Parole, or I-551) AND proof of extension if expired <input type="checkbox"/> H1B Visa /H4 Visa/ L-1 Visa <input type="checkbox"/> I-797A (if applicable) <input type="checkbox"/> F-1 Visa AND <input type="checkbox"/> I-20 with a Valid Travel Endorsement Signature, page 1 and 2 <input type="checkbox"/> J-1 Visa AND <input type="checkbox"/> DS2019 with a Valid Travel Endorsement Signature <input type="checkbox"/> Employment Authorization Card (ONLY if valid for I-512 Advance Parole)
3	<u>Visa Application Form (SAMPLE)</u>	<p>✓ Your signature must match your passport signature. ✓ Please include E-MAIL address on form.</p> <p>✓ You must include your intended date of departure from the U.S. and the dates of arrival and departure for Japan.</p>
4	Facial Photo	<p>ONE passport style photo (2"x2" or 2"x1.4") on glossy photo paper taped to the application form.</p> <p>✓ Must be taken within 6 months ✓ Do not use photo apps that may alter your facial image</p> <p>✓ Using plain background facing forward showing full face, head and top of shoulders, no glasses</p>
5	Multiple-Entry Visa Request	A SIGNED AND DATED LETTER explaining the reason as to why the applicant is applying for a multiple-entry visa (see page 2)
6	Financial Documents	<p>BOTH OF THE FOLLOWING FINANCIAL DOCUMENTS:</p> <input type="checkbox"/> A certificate of employment AND <input type="checkbox"/> Your most recent pay slip/stub <p>* 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.)</p> <input type="checkbox"/> APPLICANT'S MOST RECENT U.S. BANK STATEMENT showing sufficient funds <p>* U.S. Bank statement must show your full name, current balance, partial account number. * Issued within the last 30 days, both Checking and Saving Accounts.</p>
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 sponsor's <u>valid Japanese multiple-entry visa AND passport</u> must be submitted if not applying at the same time.
8	For Mongolian Nationality	COPY OF PREVIOUS JAPANESE LANDING PERMISSION RECORD on your passport(s) from the last three (3) years.
9	Proof of Residence	<p>Submit ONE of the following to match with your current address in our jurisdiction:</p> <input type="checkbox"/> COPY of your valid California/Nevada Driver's license/ID card (Copies must be clear and legible) <input type="checkbox"/> Most recent utility bill, bank statement, health insurance bill, valid lease agreement (if recently moved) showing your full name, current address and statement date. <p>* You must live within our jurisdiction to apply through our office. (Northern and Central California & Nevada)</p>
10	VISA FEE	Exact amount in MONEY ORDER made payable to "Consulate General of Japan" . For money orders, please write in PRINT LETTERS applicant's full name in the FROM field. CASH accepted for Drop-off only. NO personal checks accepted.
11	<u>Release of Liability</u>	ONE COMPLETED RELEASE OF LIABILITY (see page 3)
12	Prepaid USPS Return Envelope	<p>PREPAID USPS SELF-ADDRESSED RETURN ENVELOPE with tracking number.</p> <p>Service must be USPS (US Postal Service) Only. *Priority Mail or Priority Express Mail is strongly recommended. Please keep your tracking number information on your end to track.</p> <p>We are not able to return by FedEx, UPS, or DHL. Passports cannot be picked up in-person.</p>

* Visa applications must be submitted [by mail or drop-off](#). There is NO in-person application process.

* We take a **minimum of 5 business days** to process with sufficient documents. We do not have expedited services.

* Please do **NOT** staple/clip/tab/put sticky notes on 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 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).

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: _____