

# CHECKLIST FOR MULTIPLE-ENTRY - Russia / Ukraine

## Please **do NOT** staple/clip/tab documents

The following is an outline of application procedures for nationals of Russia who wish to apply for a multiple-entry visa as a temporary visitor. This visa is for the purpose of tourism OR 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 with a sufficient level of financial capability and their families.

### Conditions/Eligibility:

- (1) The length of stay for the visa will be 30 days for each visit.
- (2) **The applicant has visited Japan at least once during the last three (3) years** AND has sufficient financial capacity or is employed and is earning sufficient income.
- (3) 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.

<input type="checkbox"/>	1. <b>VALID RUSSIAN OR UKRANIAN PASSPORT</b> with at least one completely blank Visa Page
<input type="checkbox"/>	2. <b>COPY</b> 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 / L-1 Visa copy <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. <b>TWO (2) VISA Application Forms</b> * 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. <b>Please write EMAIL address on form.</b>
<input type="checkbox"/>	4. <b>Two (2) IDENTICAL PHOTOS</b> taped to both application forms (2"x2" photo/front shot/white background/No glasses/Taken within the past 6 months)
<input type="checkbox"/>	5. <b>CONFIRMED OR TENTATIVE FLIGHT ITINERARY</b> that covers the entire trip <u>starting from the US</u> . <b>PLEASE NOTE: We are not responsible for tickets, which are unusable due to delay or denial of visa.</b>
<input type="checkbox"/>	6. <b>SCHEDULE OF STAY</b> (Day to Day Schedule) Please write hotel information including address & phone numbers (see page 2)
<input type="checkbox"/>	7. A <b>SIGNED AND DATED LETTER</b> explaining the reason as to why the applicant is applying for a multiple-entry visa ( see page 3)
<input type="checkbox"/>	8. <b>Financial Documents:</b> Please submit ① and ② of the financial documents: <input type="checkbox"/> ① A certificate of employment <u>AND</u> your most recent pay slip/stub with sufficient income. * If you are self-employed or a business owner, please submit the previous year's Tax Return Transcript issued by the IRS. (We do NOT accept W-2, 1040 and/or Job offer letters, etc.) <input type="checkbox"/> ② Most recent U.S. Bank Statement(s) showing sufficient funds. *Bank must be local and funds must be in US currency.
<input type="checkbox"/>	9. <b>Copy of Previous Japanese Temporary Visitor Visa and Landing permission record</b> on your passport(s) from the last three (3) years.
<input type="checkbox"/>	10. <b>INVITATION LETTER</b> in <u>English</u> or <u>Japanese</u> from relative/friend living in Japan ( <b>only required if you will stay at their residence</b> ).
<input type="checkbox"/>	11. <b>COPY OF PROOF OF RESIDENCE</b> 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 through our office. (Northern and Central California & Nevada)
<input type="checkbox"/>	12. <b>For spouse and children applicants</b> <input type="checkbox"/> Copy of Marriage Certificate w/ Translation <input type="checkbox"/> Copy of Birth Certificate w/Translation
<input type="checkbox"/>	13. <b>VISA FEE:</b> None
<input type="checkbox"/>	14. <b>ONE COMPLETED RELEASE OF LIABILITY</b> (see page 4)
<input type="checkbox"/>	15. <b>PREPAID USPS SELF-ADDRESSED RETURN ENVELOPE</b> with tracking. <b>Service must be USPS Only.</b> We are not able to return by FedEx, UPS or DHL. <b>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. All documents must be originals and written in English or Japanese.

\* If necessary, additional documents may be required other than the documents listed above.

\*Please be advised that you may be issued a single entry visa upon visa application examination.

Your Name: \_\_\_\_\_

Your Day Time Phone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

### Schedule of Stay in Japan

DATE (yyyy/mm/dd)	ACTIVITIES ON THE DAY	HOTEL (Name, Address & Tel #)
2016/12/01 Example	Sightseeing in Akihabara & shopping in Shinjuku	〇〇〇 Hotel 〇〇 - 〇〇 - 〇〇 Yoyogi, Shibuya-ku, Tokyo Tel: 〇〇 - 〇〇〇〇 - 〇〇〇〇

\* Please include the Arrival flight and Departure flight.

\* You must write all of your hotel information in detail. **You must write the hotel's name, address and phone numbers.**

\* Please write your detailed activities day by day.

<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: \_\_\_\_\_