

CHECKLIST FOR MULTIPLE-ENTRY (Russia / Ukraine)

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 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.

1	Valid Passport	Valid RUSSIAN OR UKRANIAN Passport with at least one completely blank Visa Page.
2	Proof of your U.S. Immigration Status	<u>Copy</u> 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) 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	TWO (2) Visa Application Forms (SAMPLE)	<input checked="" type="checkbox"/> Your signature must match your passport signature. <input checked="" type="checkbox"/> Please include E-MAIL address on form. <input checked="" type="checkbox"/> You must include your intended date of departure from the U.S. and the dates of arrival and departure for Japan. <input checked="" type="checkbox"/> Please write N/A if the question does not apply to you.
4	TWO (2) Facial Photos	TWO Identical Facial Photos (2"x2" or 2"x1.4") on glossy photo paper taped to the application form. <input checked="" type="checkbox"/> Must be taken within 6 months <input checked="" type="checkbox"/> Do not use photo apps that may alter your facial image <input checked="" type="checkbox"/> Using plain background facing forward showing full face, head and top of shoulders, no glasses
5	Flight Itinerary	Confirmed or Tentative Flight Itinerary(Round trip) that covers the entire trip <u>starting from the US</u> . PLEASE NOTE: We are not responsible for tickets, which are unusable due to delay or denial of visa.
6	Schedule of Stay	Day to Day Schedule (Please write hotel information including address & phone numbers (see page 2))
7	Multiple-Entry Visa Request	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)
8	Financial Documents	BOTH OF THE FOLLOWING FINANCIAL DOCUMENTS: <input type="checkbox"/> A certificate of employment AND 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"/> Most Recent U.S. Bank Statement showing sufficient funds * 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 and statement date.
9	Previous Japan visit record	Copy of Previous Japanese Temporary Visitor Visa and Landing permission record on your passport(s) from the last three (3) years.
10	Invitation Letter	<u>INVITATION LETTER</u> in English or Japanese from relative/friend living in Japan (only required if you will stay at their residence.)
11	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.
12	Proof of Residence	Submit ONE of the following to match with your current address in our <u>jurisdiction</u> : <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, or valid lease agreement (if recently moved) showing your full name, current address and statement date. * You must live within our <u>jurisdiction</u> to apply through our office. (Northern and Central California & Nevada)
13	VISA FEE	None
14	Release of Liability	ONE COMPLETED <u>RELEASE OF LIABILITY</u> (see page 3)
15	Prepaid USPS Return Envelope	PREPAID USPS SELF-ADDRESSED RETURN ENVELOPE with tracking number. 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. We are not able to return by FedEx, UPS, or DHL. Passports cannot be picked up in-person.

* Visa applications must be submitted by mail or drop-off. There is NO in-person application process. All documents must be written in English.
 * 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. * 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.

<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: _____