

CHECKLIST For MULTIPLE-ENTRY (BUSINESS ONLY)

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

The following is an outline for application procedures for nationals of **Brazil, China, India, Indonesia, the Philippines, South Africa, Vietnam, Mongolia, Russia, NIS, and Georgia** who wish to apply for a multiple-entry visa as a temporary visitor. This visa is for the purpose of business affairs. Holders of this visa are not permitted to perform activities to undertake revenue generating business operations or activities to receive remuneration while in Japan. If your nationality is not listed above, please call our office.

Conditions/Eligibility:

- (1) Your company in the U.S. or the company you will visit in Japan must be listed on the stock exchange market in the U.S. or Japan.
- (2) You have been working at your local company for at least 1 year OR you hold a managerial position or higher. (Except nationals of China, India, Vietnam, Azerbaijan, Russia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, & Georgia)

Checklist for Multiple-Entry Visa

<input type="checkbox"/>	1. A VALID PASSPORT with at least one completely blank visa page.
<input type="checkbox"/>	2. 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 / L-1 Visa <input type="checkbox"/> I-797 (if applicable) <input type="checkbox"/> F-1 Visa <input type="checkbox"/> I-20 with a Valid Travel Signature <input type="checkbox"/> J-1 Visa <input type="checkbox"/> DS2019 with a Valid Travel Signature <input type="checkbox"/> Employment Authorization Card (if applicable)
<input type="checkbox"/>	3. ONE COMPLETED VISA APPLICATION FORM (SAMPLE) (Name must be written in at least English AND ALSO Chinese characters, if applicable.) (For nationals of Russia, Ukraine, Belarus, Georgia and other CIS nationals: Two Application Forms) * Your signature must match your passport signature. Please include E-MAIL address on form. * You must include your intended date of departure from the U.S. and the dates of arrival and departure for Japan.
<input type="checkbox"/>	4. ONE PHOTO taped to application form (2"x2" photo/Front shot/White background/No glasses/Taken within the past 6 months) (For nationals of Russia, Ukraine, Belarus, Georgia, and other CIS nationals: Include Two Identical Photos)
<input type="checkbox"/>	5. A MULTIPLE-ENTRY BUSINESS LETTER from the company in the U.S. (see sample template page 2)
<input type="checkbox"/>	6. If your company is not listed on the U.S. Stock Exchange Market, you must submit two additional documents from Japan. <input type="checkbox"/> DOCUMENT to prove your visiting company in Japan is listed on the Japanese Stock Exchange Market. <input type="checkbox"/> INVITATION LETTER (Multiple-entry format) in Japanese or English
<input type="checkbox"/>	7. 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 reside within our jurisdiction to apply for a visa through our office. (Northern and Central California & Nevada)
<input type="checkbox"/>	8. VISA FEE Exact amount in MONEY ORDER made payable to "Consulate General of Japan". CASH accepted for Drop-off only. NO personal checks accepted. No visa fee for Philippine Nationals.
<input type="checkbox"/>	9. ONE COMPLETED RELEASE OF LIABILITY (see page 3)
<input type="checkbox"/>	10. 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.

* 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.

* For nationals of Russia, NIS, and Georgia, please submit **two (2) application forms and two (2) identical photos**

* The length of stay for the visa will be up to 90 days for each visit. Multiple-entry Visa will be valid 3 years.

* 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, a flight itinerary will be required

SAMPLE ONLY

[Local Company Letterhead]

Date

To whom it may concern

This is a request to grant a visa for our employee to visit Japan.

Our company will be responsible for the applicant's expenses related to this trip.

We have provided the necessary information as follows:

Applicant's Name:

Applicant's position in the company:

*Applicant's Date of Hire:

Date of Arrival in Japan:

Date of Departure from Japan:

Business Purpose: (Describe in detail)

Reason to request a multiple entry visa:

Our company is listed on the U.S. Stock Exchange Market, and our ticker (stock) Symbol is _____.

Visiting Japanese company

Name:

Address:

Contact person's Full Name

Contact person's Telephone number:

Sincerely Yours,

Signature by authorized person

Printed Name

Title

Local business address

Local Phone number

Note:

* An applicant must be working at your office for more than one year (except nationals mentioned on the top of check list).

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: _____

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