

CHECKLIST For MULTIPLE-ENTRY (BUSINESS ONLY)

Please do NOT staple/clip/tape/use tabs or sticky notes on documents.
YOU MUST APPLY WITHIN 3 MONTHS OF ENTERING JAPAN

The following is an outline for application procedures for nationals of **Brazil, China, India, Indonesia, the Philippines, South Africa, Vietnam, 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 (Business Only)

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> <p><input type="checkbox"/> Permanent Resident (Green Card, Advance Parole, or I-551) AND proof of extension if expired</p> <p><input type="checkbox"/> H1B Visa /H4 Visa/ L-1 Visa <input type="checkbox"/> I-797A (if applicable)</p> <p><input type="checkbox"/> F-1 Visa AND <input type="checkbox"/> I-20 with a Valid Travel Endorsement Signature, page 1 and 2</p> <p><input type="checkbox"/> J-1 Visa AND <input type="checkbox"/> DS2019 with a Valid Travel Endorsement Signature</p> <p><input type="checkbox"/> Employment Authorization Card (ONLY if valid for I-512 Advance Parole)</p>
3	<u>Visa Application Form (SAMPLE)</u>	<p>*Name must be written in at least English AND ALSO Chinese characters, if applicable.)</p> <p>*Nationals of Russia, Ukraine, Belarus, Georgia and other NIS nationalities MUST submit TWO Application Forms.</p> <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>*Nationals of Russia, Ukraine, Belarus, Georgia, and other NIS nationalities MUST submit TWO identical photos</p> <p>✓ Must be taken within 6 months</p> <p>✓ 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	Business Letter	<p>MULTIPLE-ENTRY BUSINESS LETTER from the company in the U.S. (see sample template page 2)</p> <p>If your company is not listed on the U.S. Stock Exchange Market, you must submit two additional following documents from Japan.</p> <p><input type="checkbox"/> DOCUMENT to prove your visiting company in Japan is listed on the Japanese Stock Exchange Market</p> <p><input type="checkbox"/> INVITATION LETTER (Multiple-entry format) in Japanese or English</p>
6	Proof of Residence (current address)	<p>Submit ONE of the following to match with your current address in our jurisdiction:</p> <p><input type="checkbox"/> COPY of your valid California/Nevada Driver's license/ID card (Copies must be clear and legible)</p> <p><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> <p>* You must live within our jurisdiction to apply through our office. (Northern and Central California & Nevada)</p>
7	VISA FEE	<p>Exact amount in MONEY ORDER made payable to "Consulate General of Japan", and write applicant's full name in PRINT LETTERS on "From" section.</p> <p>CASH accepted for Drop-off only. NO personal checks accepted. No visa fee for Philippine Nationals.</p>
8	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.
- * Please **do NOT** staple/clip/tape/use tabs or sticky notes on documents.
- * Nationals of Russia, NIS, and Georgia must 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.

Your initials _____

Print your full name: _____

Your signature: _____

NOTE: Your signature must match your passport signature.

Date: _____