

Checklist for Single-Entry Short-Term Stay VISA(Business only)

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

YOU MUST APPLY WITHIN 3 MONTHS OF ENTERING JAPAN

1	Valid Passport	Valid Passport with at least one completely blank visa page.
2	Proof of your U.S. Immigration Status	<p>Copy 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	Visa Application Form (SAMPLE)	<p>*Nationals of Russia, Ukraine, Belarus, Georgia and other NIS nationalities MUST submit TWO Application Forms. *Name must be written in at least English AND ALSO Chinese characters, if applicable.</p> <p>✓ Your signature must match your passport signature. ✓ Please include E-MAIL address on form. ✓ 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. *Nationals of Russia, Ukraine, Belarus, Georgia, and other NIS nationalities MUST submit TWO identical photos</p> <p>✓ Must be taken within 6 months ✓ Do not use photo apps that may alter your facial image ✓ Using plain background facing forward showing full face, head and top of shoulders, no glasses</p>
5	Confirmed or Tentative Flight Itinerary (Round Trip)	<p>Please submit ALL flights information below.</p> <ol style="list-style-type: none"> Flight itinerary from United States to Japan Flight itinerary from Japan to United States (or your final destination). <p>FLIGHT ITINERARY must be from an airline or travel agency, and MUST SHOW the following: Your full name as a passenger, flight number, airport names, dates, and times of departure and arrival. * For example, if you travel from United States to China first, China to Japan, and Japan to China, please submit all flight itineraries starting from United States.</p>
6	Business Letter	BUSINESS LETTER from your company in the U.S. (see sample template page 2)
7	Company Profile	MATERIALS showing the outline of the U.S. company's business as well as that of the company in Japan. (Not required if your company is listed on the U.S. stock exchange market)
8	Invitation Letter	INVITATION LETTER in English or Japanese from company or organize <u>in Japan</u> .
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, or valid lease agreement (if recently moved) showing your full name, current address and statement date. * You must live within our jurisdiction to apply through our office. (Northern and Central California & Nevada)
10	VISA FEE	<p>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.</p>
11	Release of Liability	ONE Completed Release Of Liability (see page 3)
12	Prepaid USPS Return Envelope	<p>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.</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.

* This visa is valid for 3 months once issued to enter Japan.

* 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.

* Applications from those who entered the U.S. with a B1/B2 visa or who are under a U.S. visa exemption status will not be accepted.

* 6 month validity is required for US re-entry permit or US refugee travel document holders who wish to travel Japan.

* All documents must be written in [English](#) or Japanese.

* Please note that we issue only single entry visas for these types of travel documents.

< SAMPLE LETTER for BUSINESS MEETING >

Date

To whom it may concern,

This is to request you to grant a visa for our employee to visit Japan.
Our company will be responsible for the applicant's expenses relating to this trip.

We provide all the necessary information as follows:

Applicant's Name:
Applicant's Position in the company:
Business purpose of this trip (Describe in detail.):

Date of Arrival in Japan:
Date of Departure from Japan:

Visiting company in Japan
Name of the company:
Address of the company:
Contact person's Full Name:
Contact person's Telephone Number:

Sincerely Yours,

Signature
Printed Name
Title
Local Address
Phone number

(NOTE) This letter must be written on an official letterhead of your local company.

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: _____