

## Checklist for Single-Entry Short-Term Stay Visa (Business)

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

<input type="checkbox"/>	1. VALID ORIGINAL PASSPORT with at least one completely blank visa page.
<input type="checkbox"/>	2. <b><u>COPY</u></b> of U.S. VISA (Please submit copies only. Copies must be clear and legible.) <input type="checkbox"/> Permanent Resident (Green Card, Advance Parole, 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 <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. ONE COMPLETED <a href="#">VISA Application Form</a> ( <a href="#">SAMPLE</a> ) (For nationals of Russia, Ukraine, Belarus, Georgia and other CIS nationals: <u>Two Application Forms</u> ) * Please type or print legibly in black/blue ink (no pencil). * Please do not leave any questions blank ( <b>Please write N/A if the question does not apply to you</b> ) * Your signature must match your passport signature. <b>Please write EMAIL address on form.</b> * <b>Chinese citizens must write their names in both English AND Chinese characters.</b>
<input type="checkbox"/>	4. ONE PHOTO taped to application form (2" x2" photo/White Background/No glasses/Taken within the past 6 months) (For nationals of Russia, Ukraine, Belarus, Georgia, and other CIS nationals: <u>Two identical photos</u> )
<input type="checkbox"/>	5. CONFIRMED OR TENTATIVE FLIGHT ITINERARY 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. BUSINESS LETTER from your company in the U.S. (see sample template page 2)
<input type="checkbox"/>	7. 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)
<input type="checkbox"/>	8. INVITATION LETTER in <a href="#">English</a> or <a href="#">Japanese</a> from company or organizer in Japan
<input type="checkbox"/>	9. COPY OF PROOF OF RESIDENCE such as your California/Nevada Driver's license/ID card, utility bill, bank statements, etc, showing your current address. * You must live within our <a href="#">jurisdiction</a> to apply through our office. (Northern and Central California & Nevada)
<input type="checkbox"/>	10. VISA <b><u>FEE</u></b> Exact amount in MONEY ORDER made payable to "Consulate General of Japan". CASH accepted for Drop-off only. NO personal checks accepted. No fee for Philippine Nationals.
<input type="checkbox"/>	11. ONE COMPLETED <a href="#">RELEASE OF LIABILITY</a> (see page 3)
<input type="checkbox"/>	12. PREPAID USPS SELF-ADDRESSED RETURN ENVELOPE 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>

- \* Please do **NOT** staple or clip documents.
- \* Visa applications must be submitted [by mail or drop-off](#). There is NO in-person application process.
- \* Visas take a minimum of 5 business days to process, please apply for your visa ahead of time.
- \* Our office does not offer expedited services.
- \* Once issued, this visa is valid for 3 months to enter Japan.
- \* All documents must be written in [English](#) or Japanese.
- \* Please submit a set of documents for each applicant. You may not share your documents. We do not make copies.
- \* All documents must show your full name. We may request additional documents.
- \* 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.

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

*Updated: December 21st, 2022*