

## **[TRANSIT VISA]**

**A List of Basic Documents to Be Submitted**

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

- Valid passport, properly signed by bearer (w/ at least 2 blank visa pages)
- Visa application form (★), completely filled out and original signed by the applicant
- One passport-sized photo (2"x2" with plain background, taken within the past 6 months, printed copies not acceptable)
- Alien registration card (green card) or U.S. Visa w/ I-20 & I-94 for non-U.S. citizen
- Proof of current address (e.g., HI driver's license or HI state ID)
  - \* If your ID is not your current address, please bring a copy of a utility bill
- Flight itinerary
  - \* Must include the applicant's name and date along with the flight information
  - \* Must include the entire trip (starting with the U.S. **AND** including the flight to/from Japan
  - \* We are NOT responsible for tickets which may be unusable due to the delay or denial of a visa
- If using airline-provided stand-by tickets
  - \* Employment verification letter from the airline company, explicitly authorizing the applicant to use the ticket **AND** official reservation form or flight itinerary
- Visa or Clearance from the country you intend to enter after Japan (If applicable)
  - \* If you intend to enter a third country after Japan and a visa is required, you must get that visa first
- Hotel confirmation (If you intend to stay at Hotel in Japan)
- Letter of Authorization (★) and picture ID of representative (If applicable)
- Visa fee (If applicable)

**Note:**

- ❖ Additional documents will be required for some cases.
- ❖ For Chinese nationals, name on visa application form must be written in English and Chinese characters.
- ❖ Russia, CIS countries and Georgia must submit two visa application forms and two passport-sized photos.

(★) You can download a form below

- [· Visa application form](#)
- [· Letter of Authorization](#)