

[TEMPORARY VISITOR VISA] BUSINESS AFFAIRS, etc.

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
- 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
- Letter of employment
- Letter of invitation (★) from the company in Japan or either of the following documents to explain activities in Japan
 - * A contract of transactions between companies
 - * Conference brochures
 - * Materials on trading goods, etc.
- Detailed day by day itinerary (★) of stay in Japan
- Expenses
 - a) If the applicant's employer covers the cost:**
 - * Letter of mission or travel requisition by employer
 - b) If the inviter (in Japan) covers the cost:**
 - * Letter of guarantee (★) from the company in Japan **AND**
 - * **Tokibo Tohon** (A certified copy of the incorporation register) issued within the last 3 months or An overview of Company/Organization (★)
- 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
- 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 invitation-Japanese](#)
- [Letter of invitation-English](#)
- [Letter of guarantee-Japanese](#)
- [Letter of guarantee-English](#)
- [Detailed day by day itinerary](#)
- [An overview of Company/Organization-Japanese](#)
- [An overview of Company/Organization-English](#)
- [Letter of Authorization](#)