

GUIDELINE FOR PRC PASSPORT HOLDERS

Applicants shall submit one original and one photocopy of the documents described below, according to the purpose of travel. Documents should be submitted within three months from their date of issue. If they have period of validity, they are required to be valid.

<Common Necessary documents>

1. Visa Application Form to Enter Japan (Must be signed by the applicant. Please see format)
2. Passport (original and copy)
3. Hong Kong or Macau identity card (original and copy)
4. Valid Hong Kong or Macau residency visa (original and copy)
5. One passport-size color photo taken within 6 months (45mm X 45mm, front-facing, without hat, without background)
6. Previous travel record to Japan, European/American countries, if any (old passports etc)
7. Documents listed below (original)

For short-term business

1. [Necessary documents prepared by the applicant]
 - Certificate of employment including details of the applicant's position, destination, period of stay, purpose of journey, who is responsible for the travel expenses (please see sample).
 - In the case where the applicant is responsible for the travel expenses, a past year's salary proof from an official organization; or past 3 months' bank book or bank statements in the name of the applicant (original and copy)
2. [Document of invitation from organization(s) in Japan]

NOTE: The organization inviting the applicant must be a corporation or group, or state or local government. However, professors of colleges who extend invitations on official duty are eligible to be classed as organizations.

 - (1) Explanation of the reason for invitation

NOTE: Please see format of the 'Invitation letter' (A4 size)
 - (2) Itinerary

NOTE: 1. Please see format of the 'Itinerary' (A4 size).
2. Please see 'An entry sample of business purpose'.
3. Details should be entered as and where possible.

(3) Guarantee Letter

NOTE: 1. Please see format of the 'Guarantee letter' (A4 size).

2. In case directors of Division of the Central Government of Japan or senior officials of higher rank or professors of college have extended an invitation, a guarantee letter is not required.

3. In principle, the guarantor should be a company representative. A company chop and the company representative's signature or seal are required.

(4) Explanation of inviting organization

a. For registered organizations

(a) Authorised copy of corporate registration (within 3 months from the date of issue) (In case the inviting organization is state or local government, this document is not necessary)

NOTE: In case the inviting organization is a company listed on the stock market in Japan, photocopy of the latest 'Seasonal Company Report (Kaisha Shiki Hou) is acceptable in place of an authorised copy of corporate registration.

b. for an unregistered organization

One of the documents below

(a) An explanation or outline of the company or organization is required

NOTE: 1. Please see format of 'An explanation or outline of the company or organization' (A4 size)

2. In case the inviting organization is a professor, a certificate of position is acceptable.

(b) Materials describing the outline of a company or organization such as a brochure

For visit to relative or acquaintances

1. [Necessary documents prepared by the applicant]

- Documents showing the relationship between the applicant and the relative or acquaintance

In the case of a relative, family register, birth certificates etc

In the case of an acquaintance, documents that show the relationship between applicant and inviting person (photographs or letters etc)

- Documents showing ability to support the travel expenses

A past year's salary proof from an official organization; or past 3 months' bank book or bank statements in the name of the applicant (original and copy).

2. [Documents required from inviting organizations in Japan]

(1) Explanation on the reason for the invitation

NOTE: 1. Relatives or acquaintances in Japan who invite applicants are responsible to provide an explanation (For example – in the case where a child in Japan invites his/her parent (applicant for visa), the child is responsible.).

2. Please see format of the 'Invitation letter' (A4 size).

3. In case the reason of invitation is, for example, medical or attendance at a wedding ceremony of relatives in Japan, documents that prove the reason such as medical certificates or reservation sheets for wedding facilities are required.

(2) Itinerary

NOTE: 1. Please see format of the 'Itinerary' (A4 size).

2. Please see 'An entry sample' of the itinerary for visit to relatives and acquaintances.

3. Documents required from guarantors in Japan

NOTE: 1. In case the inviting person is a student residing in Japan under the status 'College Student' and a professor or an assistant professor of the college is a guarantor, only a 'guarantee letter' and 'certificate of employment' are necessary.

NOTE: 2. In case the inviting person is a student supported by governmental scholarship in Japan, the alien registration slip and one of certificate of governmental scholarship, the certificate of payment of scholarship or permission to attend college (identity as a student supported by governmental scholarship, period of payment of scholarship, amount of scholarship and faculty and status in college are required to be entered.) are acceptable. In these cases, a guarantee letter is not necessary.

(1) Requirements for Japanese Citizens

a. Authorized copy of residence registration (including all items, within 3 months from their date of issue).

b. Document to certify vocation such as certificate of employment or business license certificate

c. Latest tax imposition (payment) slip issued by local government offices, tax payment slip issued by taxation offices or copy of income declaration endorsed by taxation office (each must show the total amount of income. Tax subtraction slip (gensen-chosyu-hyou) is not acceptable).

d. Guarantee Letter

NOTE 1: Please see format of the 'Guarantee letter' (A4 size).

NOTE 2: In principle, a registered seal is required.

(2) For foreign residents

a. Eligibility

Foreign residents who are residing in Japan under the below mentioned status are eligible to be guarantors.

(a) ‘Diplomat’, ‘Official’, ‘Permanent Resident’

NOTE; Dependants are not eligible.

(b) ‘Professor’, ‘Artist’, ‘Religious Activities’, ‘Journalist’, ‘Investor/Business Manager’, ‘Legal/Accounting Services’, ‘Medical Services’, ‘Researcher’, ‘Instructor’, ‘Engineer’, ‘Specialist in Humanities/International Services’, ‘Intra-company Transferee’, ‘Skilled Labour’, ‘Spouse or Child of Japanese National’, ‘Spouse or Child of Permanent Resident’, ‘Long Term Resident’

NOTE: 1. Only foreign residents who are residing under a 3-year period of stay are eligible to be guarantors.

2. Dependants who are residing under the status ‘Spouse or Child of Japanese National’, ‘Spouse or Child of Permanent Resident’, ‘Long Term Resident’ are not eligible to be guarantors.

b. Required Documents

(a) Alien registration slip (issued by the local government of registration within 3 months from date of issue)

(b) Document to certify vocation, such as certificate of employment or business license certificate

(c) Latest tax imposition (payment) slip issued by local government offices, tax payment slip issued by taxation offices or copy of income declaration endorsed by taxation office (each must show the total amount of income. Tax subtraction slip (gensen-chosyu-hyou) is not acceptable).

(d) Guarantee letter

NOTE 1: Please see format of the ‘Guarantee letter’ (A4 size).

NOTE 2: Registered seal or signature (same as passport’s) is required.

4. Documents that show the relationship between applicant and inviting person such as photograph or letter (necessary only for visit of acquaintance).

5. Documents concerning the inviting person (necessary only for cases when the inviting person is different from the guarantor)

(1) For Japanese (for example, the inviting person is jobless and needs another guarantor)

a. Authorized copy of residence registration (including all items, within 3 months from date of issue).

b. Document to certify vocation such as certificate of employment or business license certificate

- (2) For foreign residents (for example, student or other person without income is inviting)
- a. Alien registration slip (issued by the local government or registration within 3 months from issuance).
 - b. Document to certify the vocation such as certificate of employment or business license certificate (for student, student certificate)