

## **Application Procedure for a Single Entry Temporary Visitor Visa (Applicants with nationalities other than PRC / HKDI / Macau Travel Permit / Russia / CIS (The Commonwealth of Independent States) countries / Georgia)**

The following is the visa application procedure for temporary visits of up to 90 days for such purposes as sightseeing; visits to relatives, friends, or acquaintances; and short-term business affairs from applicants with nationalities other than PRC / HKDI / Macau Travel Permit / Russia / CIS (The Commonwealth of Independent States) countries / Georgia. All of the above purposes for journeys to Japan exclude engaging in any activity involving the management of business or remuneration.

### **1 Who can submit a visa application?**

**Hong Kong or Macau residents who are currently residing in Hong Kong or Macau are eligible to make visa applications here.**

- (Note 1) Temporary visitors are not eligible for visa applications. Hong Kong or Macau residency visas as well as Hong Kong or Macau ID cards need to be shown. For those with residency visas expiring during their period of stay in Japan, please extend the residency visa before visa application.
- (Note 2) In principle, applicants must submit their visa applications to the [Japan Visa Application Centre](#) in person. Only family members (excluding minors) from the same residential address are permitted to make submissions on behalf of the applicant and relationship proofs such as marriage certificate or birth certificate have to be presented upon application. Even in the case of applying for family members, an application form must be signed by the applicant (for minors who are not yet in school, a parent may sign on his/her behalf).

### **2 Necessary Documents**

Please prepare the documents listed in 「List of Basic Documents to be submitted for a Single Entry Temporary Visitor Visa」。

- (Note 1) Original documents should be submitted within 3 months of their issuance. Please note that photocopied documents and documents without appropriate chops and signatures are not acceptable (in the case of documents issued by companies, a company chop and representative's seal or signature are required; in the case of documents issued by individuals, a personal seal or signature is required).
- (Note 2) Please note that an application will not be accepted unless all required documents are presented (including photocopied documents and documents where appropriate chops and signatures are required).
- (Note 3) Basically, visa examination is based on all the documents submitted. However, please note that applicants may be requested to provide any other documents deemed necessary.
- (Note 4) In principle, the passport must be kept in the consulate during the period of visa examination.
- (Note 5) Please note that all submitted documents, except passports, will not be returned to the applicants.

### **3 Visa Issuance**

In principle, processing of the visa application takes around 1 week from the date of submission (excluding Saturdays, Sundays and Holidays announced by the Consulate-General of Japan in Hong Kong).

Please note that it is possible that a visa may not be issued even though all the necessary documents are submitted.

- (Note 1) The duration of visa processing may vary if the applicant's documents are incomplete, or he/she is requested to submit additional documents, or our consulate has to make inquiries to the Ministry of Foreign Affairs in Tokyo.
- (Note 2) Upon collection, a third party may collect the result on his or her behalf (except for those who are specially instructed to collect the visa in person). The receipt which is issued by the Japan Visa Application Centre, Hong Kong or Macau identity card of the third party and the visa application fee must be presented.
- (Note 3) The visa application fee must be paid in Hong Kong dollars and in cash only. The visa fee may vary depending on the passport and visa type. Please reconfirm the fee upon visa application.
- (Note 4) The validity of the visa is 3 months, it cannot be extended.
- (Note 5) Please note that we will not answer any enquiries about the reasons for not issuing a visa.

## List of Basic Documents to be submitted for a Single Entry Temporary Visitor Visa

( Applicants with nationalities other than PRC / HKDI / Macau Travel Permit / Russia / CIS (The Commonwealth of Independent States) countries / Georgia )

	<b>Short-Term Business Affairs, etc.</b>	<b>Visiting Relatives or Acquaintances</b>	<b>Tourism</b>
<b>Purpose of Visit</b>	Attending academic conferences, Business affairs (business contact, business meetings, after-sales service, market research), the exchange of people for culture, for inter-municipal relationships or for sport, Short-term study programs, etc.	Visiting one's spouse, blood relatives/ relatives by affinity within the third degree,  Visiting acquaintances/friends	Sightseeing
<b>Necessary documents</b>	<b>Necessary documents prepared by the applicant</b>		
	<ol style="list-style-type: none"> <li>① Visa Application Form to Enter Japan (<a href="#">Specific format</a>)</li> <li>② One passport-size color photo</li> <li>③ Passport (original and copy)</li> <li>④ Hong Kong or Macau identity card (original and copy)</li> <li>⑤ Valid Hong Kong or Macau residency visa (original and copy)</li> <li>⑥ Documents showing ability to support the travel expenses (original and copy)</li> <li>⑦ Certificate of employment (original) (<a href="#">Please see sample</a>) or Certificate of enrollment (original) (<a href="#">Please see sample</a>)</li> </ol>	<ol style="list-style-type: none"> <li>① Visa Application Form to Enter Japan (<a href="#">Specific format</a>)</li> <li>② One passport-size color photo</li> <li>③ Passport (original and copy)</li> <li>④ Hong Kong or Macau identity card (original and copy)</li> <li>⑤ Valid Hong Kong or Macau residency visa (original and copy)</li> <li>⑥ Documents showing ability to support the travel expenses (original and copy)</li> <li>⑦ In the case of students (including kindergarten students), a school proof (original and copy)</li> <li>⑧ Documents showing the relationship between the applicant and the relative or acquaintance (original and copy)</li> </ol>	<ol style="list-style-type: none"> <li>① Visa Application Form to Enter Japan (<a href="#">Specific format</a>)</li> <li>② One passport-size color photo</li> <li>③ Passport (original and copy)</li> <li>④ Hong Kong or Macau identity card (original and copy)</li> <li>⑤ Valid Hong Kong or Macau residency visa (original and copy)</li> <li>⑥ Documents showing ability to support the travel expenses (original and copy)</li> <li>⑦ In the case of students (including kindergarten students), a school proof (original and copy)</li> </ol>
	<b>Necessary documents prepared by the guarantor in Japan</b>		
	<p style="text-align: center;"><b>In principle, necessary documents prepared by the guarantor in Japan are not required. However, please note that applicants may be requested to provide the following documents deemed necessary.</b></p> <ol style="list-style-type: none"> <li>① Letter of reason for invitation (original) (<a href="#">Specific format</a>)</li> <li>② Schedule of stay (original) (<a href="#">Specific format</a>)</li> </ol> <p style="text-align: center;"><b><u>Besides ① and ② listed above, all the documents listed below are required if the guarantor in Japan is responsible for the travel expenses.</u></b></p> <ol style="list-style-type: none"> <li>③ Letter of guarantee (original) (<a href="#">Specific format</a>)</li> <li>④ Certified copy of corporate register or "Overview of Company/Organization" (<a href="#">Specific format</a>) (original)</li> </ol>	<ol style="list-style-type: none"> <li>① Letter of reason for invitation (original) (<a href="#">Specific format</a>)</li> <li>② Schedule of stay (original) (<a href="#">Specific format</a>)</li> </ol> <p style="text-align: center;"><b><u>Besides ① and ② listed above, all the documents listed below are required if the guarantor in Japan is responsible for the travel expenses.</u></b></p> <ol style="list-style-type: none"> <li>③ Letter of guarantee (original) (<a href="#">Specific format</a>)</li> <li>④ All the relevant documents from the guarantor in Japan listed below: <ul style="list-style-type: none"> <li>• Documents showing ability to support the travel expenses (original)</li> <li>• Certificate of residence (for household use) (original)</li> <li>• Passport and the valid Residence Card (copy)</li> </ul> </li> </ol>	

**※Please note that applicants may be requested to provide any other document deemed necessary.**

## Points to be noted for Necessary documents prepared by the applicant

### 1 Visa Application Form to Enter Japan ([Specific format](#))

- (Note 1) All items in the visa application form must be completed (please fill in 'nil' where appropriate).
- (Note 2) In the case of students (including kindergarten students), please fill in school name, address and phone number under the item of the "Name and address of employer".
- (Note 3) For the items of "Guarantor or reference in Japan" and "Inviter in Japan":
- ① For the purpose of short-term business affairs, etc., please fill in the name, address and phone number, etc. of headquarters, branch office, customer, etc. in Japan.
  - ② For the purpose of visiting relatives or acquaintances, please fill in the name, address and phone number, etc. of the relatives or acquaintances.
  - ③ For the purpose of tourism, please fill in the name, address and phone number, etc. of the relatives or acquaintances who are now residing in Japan, or please fill in 'nil' if there is no such person.
- (Note 4) For the part for signature, it must be signed by the applicant (Same signature as the passport's signature. For minors who are not yet in school, a parent may sign on his/her behalf).

### 2 One passport-size color photo

- (Note) Passport-size color photo taken within 6 months (45mm X 45mm, front-facing, without hat, without background)

### 3 Passport (original and copy)

- (Note 1) Including the copies of pages with bio-data, signature, valid Hong Kong or Macau residency visa, Japanese temporary visitor visa and immigration stamps of entry/departure to Japan.
- (Note 2) For the signature on the passport, it must be signed by the applicant (except for minors who are not yet in school).

### 4 Valid Hong Kong or Macau residency visa (original and copy)

- (Note) If the residency visa is put in the old passport, the applicant is required to submit the original and the copies which include the bio-data page, and pages with valid Hong Kong or Macau residency visa.

### 5 Documents showing ability to support the travel expenses (original and copy)

- (Note 1) Please submit the past 3 months' (90 days') bank book/bank statements in the name of the applicant, or a past year's salary proof from an official organization (Salary Tax from the government) (original and copy). On the other hand, if the bank book/bank statements of a joint account with one is spouse, etc. are submitted, the relationship proof (original and copy) is also required.
- (Note 2) For the purpose of short-term business affairs, etc., if the certificate of employment states that all the travel expenses to be incurred during this trip will be paid by the company, such documents can be omitted. However, if the purposes also include sightseeing during the period, such documents must be submitted.
- (Note 3) In the case of dependents (students or minors who are not yet in school), please submit the documents listed below:
- ① Documents from parents showing ability to support the travel expenses (original and copy)
  - ② Documents showing the relationship (birth certificate) (original and copy)

### 6 Certificate of employment (original) ([Please see sample](#))

- (Note 1) The certificate of employment must include details of the applicant's term of employment, destination, period of stay, purpose of journey, the person responsible for the travel expenses, etc. Such certificates should also state the company name, address, phone number, and include the representative's signature, name and title (Please note that electronic signature or stamp chop of individual signature is not acceptable.).
- (Note 2) If the applicant or the spouse of the applicant is the proprietor or a partner of the company, please also submit the valid "Business Registration Certificate" and "Certified extract of Information on the Business Register" (original and copy) at the same time.

### 7 Certificate of enrollment (original) ([Please see sample](#)) or the school proof (original and copy)

- (Note 1) In the case of students, the certificate of enrollment must be submitted for the purpose of attending academic conferences, etc. The certificate must include details of the applicant's term of enrollment, destination, period of stay, purpose of journey, the person responsible for the travel expenses, etc. Such certificates should also state the school name, address, phone number, and include the representative's signature, name and title (Please note that electronic signature or stamp chop of individual signature is not acceptable.).

(Note 2) In the case of students, the school proof (include details of the school year, class, as well as the name, address, phone number of the school) has to be submitted for the purpose of visiting relatives/acquaintances or tourism (original and copy).

## **8 Documents showing the relationship between the applicant and the relative or acquaintance (original and copy)**

(Note 1) In the case of a relative, please submit the documents showing the relationship as relatives (Family register of Japan, marriage certificates, birth certificates, etc.). For the Family register of Japan, we can only accept the original documents issued within 3 months.

(Note 2) In the case of an acquaintance, please submit the documents showing the relationship between applicants and the inviting person (photographs or letters, etc.).

### **Points to be noted for Necessary documents prepared by the guarantor in Japan**

#### **1 Letter of reason for invitation (original) ([Specific format](#))**

(Note 1) State the purposes of entry in detail, explain activities planned in Japan. (Describe the specific activities, instead of vague references such as “visiting acquaintances” or “visiting relatives”).

(Note 2) In the column for an inviting person, make sure to specify his/her full name, the address and the phone number. For the purpose of short-term business affairs, etc., please stamp the company seal or representative’s seal at the end of the full name. Private seals are unacceptable. In case your company/organization does not have an appropriate seal, a hand written signature by the person in charge is acceptable.

(Note 3) Write the full name of an applicant using the Roman alphabet. When there are two or more applicants, write in “xx additional applicants, as shown in an attached list of names” following the full name of the representative applicant, and attach a list that enumerates the nationalities, full names, occupations and dates of birth of all the applicants.

#### **2 Schedule of stay (original) ([Specific format](#))**

(Note) Please write the activities planned in Japan in detail, the flight numbers and airports/ports to be used for arrival and departure, and the place of stay in detail (in case of a hotel: its name, address and the phone number).

#### **3 Letter of guarantee (original) ([Specific format](#))**

(Note 1) Make sure to complete all items in the Letter of Guarantee, as the omission of even a single item renders it incomplete (the same goes for an omission of a seal).

(Note 2) Complete the form in the same manner as the Letter of Reason for Invitation.

(Note 3) A foreigner is only eligible to be a guarantor if he/she is residing in Japan with employment status (excluding dependents).

#### **4 Relevant documents from the guarantor in Japan (original)**

(Note 1) For documents showing ability to support the travel expenses, please submit at least one of the following documents. Please note that Statement of Tax Withholding (gensen-chosyu-hyou) is not acceptable.

① A certificate should indicate the gross income for the previous year, please submit either:

The latest Certificate of Income / Taxation issued by the head of administration of the place of residence (original).

or

A certificate of tax payment (Form 2) issued by the director of the tax office (original).

② The counterfoil of final tax return with the seal of reception of the tax office (copy).

(In the case of e-Tax, please submit the print-out of “Receipt notification” and “Final tax return”.)

③ A certificate of deposit balance in the name of the guarantor (original).

(Note 2) For the certificate of residence, only versions for household use are acceptable (with description of his/her family relationship with all family members). If the guarantor is a foreign national, please submit the certificate with all matters listed (only Resident Record Code can be omitted).

(Note 3) In the case of Japanese as the guarantor, please submit the copy of passport including bio-data page and pages with immigration stamps of entry/departure to Japan. In the case of a foreigner as the guarantor, please submit the copy of passport including bio-data page and pages with residency visas and immigration stamps of entry/departure to Japan, together with the copy of both sides of the valid Residence Card.