

Visa Application Procedure for Holders of Certificate of Eligibility

Foreigners who would like to perform remunerative work in Japan or for long term stays over 90 days in Japan etc. which are for purposes other than that of temporary visitor, should apply for a “[Certificate of Eligibility](#)” in Japan at the [Regional Immigration Services Bureau of Japan](#) before the visa application.

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.

(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 (original and copy), must 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).

※ In principle, priority will be given to applicants with prior bookings. Click [here](#) for the Japan Visa Application Centre. Holders of a [Certificate of Eligibility](#) can submit their visa applications without an appointment to the Japan Visa Application Centre in person during the centre’s office hours from 8:30am to 1:30pm. [Helpline: (+852) 3167-7033]

2 Necessary Documents

Please prepare the documents listed in “List of Basic Documents to be submitted for a Visa Application by Holders of Certificate of Eligibility” °

(Note 1) Please note that an application will not be accepted unless all required documents are presented.

(Note 2) Visa applications are based on all of the documents submitted, however, please note that applicants may be requested to provide any other documents, if deemed necessary. Besides any additional documents requested by the Consulate, further documents will not be accepted once the visa application has been submitted.

(Note 3) In principle, the passport must be kept in the Consulate during the period of visa application.

(Note 4) Please note that all submitted documents, except passports, will not be returned to the applicants.

3 Visa Issuance

In principle, the visa application process takes a minimum of one 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 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, he/she is requested to submit additional documents or our Consulate has to make enquiries to the Ministry of Foreign Affairs in Tokyo.

(Note 2) The collection procedure is subject to the arrangement of the Japan Visa Application Centre.

(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) 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 Visa Application by Holders of Certificate of Eligibility

	Work or Long-term stay
Purpose of Visit	A stay during which the applicant performs remunerative work in Japan or a stay of over 90 days in Japan, etc.
Necessary documents	Necessary documents to be prepared by the applicant
	① Visa Application Form to Enter Japan. (Specific format) ② One passport-size colour photo. (However, two passport-size colour photos for nationalities of Russia/CIS (The Commonwealth of Independent States) countries/Georgia) ③ Passport. (original and copy) ④ Hong Kong or Macau identity card. (original and copy) ⑤ Valid Hong Kong or Macau residency visa. (original and copy)
	Necessary documents to be prepared by the guarantor in Japan
	① Certificate of Eligibility. (For an applicant who holds the original Certificate of Eligibility, both the original and a copy must be submitted; if the applicant does not have the original, please instead submit 1 copy.)

Points to note 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 the school name, address and phone number under the item "Name and address of employer".
- (Note 3) For the items of "Guarantor in Japan" and "Inviter in Japan", please fill in the details of the headquarters, branch office, customer or school, etc. in Japan; or please fill in the details of the relatives who are now residing in Japan.
- (Note 4) The application form must be signed by the visa applicant. (The signature should be the same as the applicant's passport signature. For minors who are not yet in school, a parent may sign on his/her behalf).

2 One passport-size colour photo

- (Note 1) Passport-size colour photo taken within 6 months (45mm X 35mm, front-facing, without hat, without background).
- (Note 2) **Two** passport-size colour photos for nationalities of Russia/CIS (The Commonwealth of Independent States) countries/Georgia.

3 Passport (original and copy)

- (Note 1) Include copies of pages with bio-data, signature, valid Hong Kong or Macau residency visa, Japanese Temporary Visitor Visa(s) and immigration stamp(s) of entry/departure to/from Japan.
- (Note 2) The passport must be signed by the visa applicant (except for minors who are not yet in school).

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

- (Note 1) If the residency visa is placed 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.
- (Note 2) If the applicant's Hong Kong or Macau residency visa is issued on the basis of the PRC Exit-Entry Permit for Travelling to and from Hong Kong and Macau (hereinafter referred to as "EEP"), the applicant is required to submit the original and copies of both sides of the EEP (with valid "逗留(D)") and the valid Hong Kong or Macau residency visa.