

## 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 nearby 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 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 Visa Application by Holders of Certificate of Eligibility」。

- (Note 1) Original documents should be submitted within 3 months of their issuance.
- (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) 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**

	<b>Work or Long-term stay</b>
<b>Purpose of Visit</b>	A stay during which the applicant performs remunerative work in Japan or a stay of over 90 days in Japan, etc.
<b>Necessary documents</b>	<b>Necessary documents prepared by the applicant</b>
	<ul 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 (However, <b>two</b> passport-size color photos for nationalities of Russia / CIS (The Commonwealth of Independent States) countries / Georgia)</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> </ul>
	<b>Necessary documents prepared by the guarantor in Japan</b>
	<ul style="list-style-type: none"> <li>① Certificate of Eligibility (original and copy)</li> </ul>

**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”, please fill in the name, address and phone number, etc. of headquarters, branch office, customer, school, etc. in Japan; or please fill in the name, address and phone number, etc. of the relatives who are now residing in Japan.
- (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 1) Passport-size color photo taken within 6 months (45mm X 45mm, front-facing, without hat, without background)
- (Note 2) **Two** passport-size color photos for nationalities of Russia / CIS (The Commonwealth of Independent States) countries / Georgia

**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 1) If the residency visa is put in the PRC Exit-Entry Permit for Travelling to and from Hong Kong and Macau (hereinafter referred to as “EEP”) (booklet) or 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 holding both EEP (card) and the valid residency visa (paper), the applicant is required to submit the original and the copy of both sides of EEP and the valid Hong Kong or Macau residency visa.