

## **Application Procedure for a Single Entry Temporary Visitor Visa (Applicants with a HKDI/Macau Travel Permit)**

The following is the visa application procedure for temporary visits of up to 90 days for purposes such as sightseeing; visits to relatives, friends or acquaintances; and short-term business affairs from applicants with a HKSAR Document of Identity for Visa Purposes, (hereinafter referred to as a “HKDI”) or a Macau Travel Permit. All of the above purposes for entry into 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) Hong Kong or Macau ID cards need to be shown. The HKDI or Macau Travel Permit must have at least 6 months validity.

(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). [The Accredited Agencies](#) are available.

**※ Please make an appointment prior to submission. Click here for the Japan Visa Application Centre. 【Helpline: (+852) 3167-7033】**

### **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) 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.

(Note 3) 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 4) In principle, the HKDI/Macau Travel Permit must be kept in the Consulate during the period of visa application.

(Note 5) Please note that all submitted documents, except HKDI/Macau Travel Permit, 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 payment of a visa application fee is subject to the arrangement of the Japan Visa Application Centre. The fee may vary depending on the passport type. Please reconfirm upon 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 HKDI / Macau Travel Permit)

	<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/third degree relatives by affinity, visiting acquaintances/friends.	Sightseeing.
<b>Necessary Documents</b>	<b>Necessary documents to be prepared by the applicant</b>		
	① Visa Application Form to Enter Japan. ( <a href="#">Specific format</a> ) ② One passport-size colour photo. ③ HKDI/Macau Travel Permit. (original and copy) ④ Hong Kong or Macau identity card. (original and copy) ⑤ Certificate of Employment. (original) ( <a href="#">Please see sample</a> ) or Certificate of Enrolment. (original) ( <a href="#">Please see sample</a> )	① Visa Application Form to Enter Japan. ( <a href="#">Specific format</a> ) ② One passport-size colour photo. ③ HKDI/Macau Travel Permit. (original and copy) ④ Hong Kong or Macau identity card. (original and copy) ⑤ Documents showing the ability to support travel expenses. (original and copy) ⑥ Documents showing the relationship between the applicant and the relative or acquaintance. (original and copy)	① Visa Application Form to Enter Japan. ( <a href="#">Specific format</a> ) ② One passport-size colour photo. ③ HKDI/Macau Travel Permit. (original and copy) ④ Hong Kong or Macau identity card. (original and copy) ⑤ Documents showing the ability to support travel expenses. (original and copy) ⑥ Travel Itinerary. (original) ( <a href="#">Specific format</a> )
	<b>Necessary documents to be prepared by the guarantor in Japan</b>		
	① Letter of Invitation. (original or copy) ( <a href="#">Specific format</a> ) ② Travel Itinerary. (original or copy) ( <a href="#">Specific format</a> )  <u>Besides ① and ② listed above, all the documents listed below are required if the guarantor in Japan is responsible for travel expenses:</u>  ③ Letter of Guarantee.(original or copy) ( <a href="#">Specific format</a> ) ④ Certified copy of corporate register or “Details of Company/Organization”. (original or copy) ( <a href="#">Specific format</a> )	① Letter of Invitation. (original or copy) ( <a href="#">Specific format</a> ) ② Travel Itinerary. (original or copy) ( <a href="#">Specific format</a> )  <u>Besides ① and ② listed above, all the documents listed below are required if the guarantor in Japan is responsible for travel expenses:</u>  ③ Letter of Guarantee. (original or copy) ( <a href="#">Specific format</a> ) ④ All documents from the guarantor in Japan listed below: <ul style="list-style-type: none"> <li>• Documents showing the ability to support travel expenses. (original or copy)</li> <li>• Certificate of Residence. (For household use) (original or copy)</li> <li>• Valid Residence Card. (copy)</li> </ul>	

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

## 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":
- ① For the purpose of short-term business affairs, etc., please fill in the details of the headquarters, branch office or customer, etc. in Japan.
  - ② For the purpose of visiting relatives or acquaintances, please fill in the details of the relatives or acquaintances.
  - ③ For the purpose of tourism, please fill in the details of the relatives or acquaintances who are now residing in Japan or please fill in 'nil' if there is no such person.
- (Note 4) The application form must be signed by the visa applicant. (The signature should be the same as on the HKDI/Macau Travel Permit. For minors who are not yet in school, a parent may sign on his/her behalf.)

### 2 One passport-size colour photo

- (Note) Passport-size colour photo taken within 6 months (45mm X 35mm, front-facing, without hat, without background).

### 3 HKDI/Macau Travel Permit (original and copy)

- (Note 1) The HKDI or Macau Travel Permit must have at least 6 months' validity.
- (Note 2) Include copies of pages with bio-data, signature, Japanese Temporary Visitor Visa(s) and immigration stamp(s) of entry/departure to/from Japan.
- (Note 3) The HKDI/Macau Travel Permit must be signed by the visa applicant (except for minors who are not yet in school).

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

- (Note 1) Please submit the past 1 month (30 days') bank book/bank statements in the name of the applicant or a past year's salary proof from an official organisation (Salary Tax Return from the government) (original and copy). If the bank book/bank statements are from a joint account with a spouse etc., 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 travel expenses to be incurred during this trip will be paid by the company, such documents can be omitted. However, if the trip purpose also includes 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 the ability to support travel expenses (original and copy).
  - ② Documents showing the relationship (birth certificate) (original and copy).

### 5 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 and the person responsible for the travel expenses. Such certificates should also state the company name, address, phone number and include the representative's signature, name and title. (Please note that an electronic signature or stamp chop of an individual signature is not acceptable.)
- (Note 2) If the applicant or the spouse of the applicant is the proprietor or partner of the company, please submit the valid "Business Registration Certificate" and "Certified Extract of Information on the Business Register" (original and copy) with the application.
- (Note 3) In the case of dependents, (students or minors who are not yet in school), please submit the documents listed below:
- ① The Certificate of Employment under spouse's or parent's name (original).
  - ② Documents showing the relationship (marriage certificate or birth certificate) (original and copy).

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

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

## 7 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 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 or a copy issued within 3 months.
- (Note 2) In the case of an acquaintance, please submit documents showing the relationship between the applicants and the inviting person (photographs which indicate clearly “when, where and with whom” on the photo or letters, etc.).

## 8 Travel Itinerary (original) ([Specific format](#))

- (Note) Please write the activities planned in Japan in detail, the flight numbers (round trip from Hong Kong (including transit flight)) 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 phone number).

### Points to note for necessary documents prepared by the guarantor in Japan

#### 1 Letter of Invitation (original or copy) ([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, address and phone number.
- (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 specifies the nationalities, full names, occupations and dates of birth of all applicants and the relationship to the inviting person/guarantor. ([Specific format](#))

#### 2 Travel Itinerary (original or copy) ([Specific format](#))

- (Note 1) Please follow the guidance notes under “Necessary documents to be prepared by the applicant”.
- (Note 2) For the purpose of short-term business affairs, etc., please fill in the name, address and phone number of the headquarters, and branch office or customer in Japan under the item “Contact” must be stamped on the Travel Itinerary.

#### 3 Letter of Guarantee (original or copy) ([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.
- (Note 2) Complete the form in the same manner as the “Letter of 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 or copy)

- (Note 1) For documents showing the ability to support 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 The 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 copy) or a certificate of tax payment (Form 2) issued by the director of the tax office (original or copy).
  - ② A certificate of deposit balance in the name of the guarantor (original or copy).
- (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) If the guarantor is a foreigner, please submit a copy of both sides of a valid Residence Card.