

No	Documents Required
01	Travellers Details <ul style="list-style-type: none"> Passport should be valid for at least 6 months from the date of departure from Japan with atleast 2 blank pages. Handwritten passport and passports valid for more than 10 years are not accepted. 2 Photographs : 2 inch X 2 inch, clicked within the last 3 months, 80% face, clicked against a plain white background with matt finish.
02	Travel Details <ul style="list-style-type: none"> Copy of confirmed Arrival and Departure tickets. Copy of confirmed Hotel reservation showcasing the Hotel Address, Contact Number, Applicant's Name and Dates of Reservation for all days of travel. Day wise Itinerary for all the days of travel in Japan
03	If Employed <ul style="list-style-type: none"> Provide the following company letters on official letterhead, including the applicant's name, designation, and signature of the authorized signatory (Consulate general of Japan, Mumbai): <ul style="list-style-type: none"> Leave Sanction letter (OR) No Objection Certificate. Payslips of last 3 months. 3 years' ITR or Form 16 (Part A & Part B) is required. Personal bank statement should be for the last 6 months with the bank's sign & seal or E-Statement showing healthy balance.
04	If Self-employed <ul style="list-style-type: none"> Cover Letter on official business letterhead including the applicant's name, designation, and signature of the authorized signatory. (Consulate general of Japan, Mumbai) Valid proof of Business Registration Certificate, such as GST certificate, Certificate of Incorporation, Partnership Deed, MOA, etc. For Partners, LLPs, or Directors: Business ITR for the last 3 years is required along with personal ITR For Self-Employed Individuals: 3 years' Personal / Company ITR Personal bank statement should be for the last 6 months with the bank's sign & seal or E-Statement showing healthy balance.
05	Specific Mandates <ul style="list-style-type: none"> All documents must be in English or accompanied by an official translation. The Embassy or Consulate may request additional documents or a personal interview on a case-by-case basis. Applications for travel within 10 days of submission will not be accepted. Document copies should be printed on A4 size paper. Applicable, if the spouses name is not mentioned at the back of the passport.
06	Sponsor documents <ul style="list-style-type: none"> Sponsorship letter from the sponsor stating the applicants details and particulars for the trip. Employment proof of the sponsor. Bank-statement of the sponsor, Government ID proof (Passport, Driving license, PAN card) of the sponsor if the sponsor is from India (or) If the sponsor is from Japan, then passport/driving license copy of the sponsor
07	Minor Travelling <ul style="list-style-type: none"> 100/- NOC Stamp paper notarised from both the parents, if applicant is a minor and no parents travelling 100/- NOC Stamp paper notarised from the non-travelling parent, if applicant is a minor and one parent is travelling
08	Staying with friends and family <ul style="list-style-type: none"> Juminhyo, a resident record (also occasionally referred to as a residence certificate) recorded by local municipalities to comply with Japan's Basic Resident Registration System Local Address Proof. Accepted proofs: Registered Lease Agreement, Letter on company letterhead specifying the address and period he/she has been working with them, Electricity Bill or Telephone Bill Letter including the name/passport no. of the invitees & Duration/purpose of stay Permanent address and contact no. of the inviting person

KINDLY CONSIDER THE FOLLOWING INFORMATION AS IMPORTANT BEFORE APPLYING FOR VISA:

- Visa fees & Service Charge are non refundable against any refusal or cancellation.
- Visa grant or refusal is at the sole discretion of the embassy.
- Visa processing time is decided by the Foreign Missions.



For more info contact:
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11	<p>Rent Agreement / Jurisdary for covering</p> <ul style="list-style-type: none">• Applicable, if passport is issued in a different jurisdiction from the jurisdiction of visa application. The jurisdiction is given below:<ul style="list-style-type: none">◦ New Delhi Jurisdiction : Andaman & Nicobar Islands, Arunachal Pradesh, Assam, Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Lakshadweep, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Rajasthan, Sikkim, Tripura, Uttaranchal, Uttar Pradesh◦ Kolkata Jurisdiction : West Bengal, Bihar, Jharkhand and Odisha.◦ Chennai Jurisdiction : Tamil Nadu, Andhra Pradesh, Telangana, Kerala and Pondicherry.◦ Bengaluru Jurisdiction : Karnataka.
12	<p>If Visiting for Business Purpose</p> <ul style="list-style-type: none">• Invitation letter for company on thier letter head with complete details of your trip.• Bank statement of last 6 months with sign & stamp, company registration certificate & ITR of last 3 years of the company which will bare your travel expenses.