

| No | Documents Required  |
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| 01 | <b>Travellers Details</b> <ul style="list-style-type: none"> <li>Passport should be valid for at least 6 months from the date of departure from Japan with atleast 2 blank pages.</li> <li>Handwritten passport and passports valid for more than 10 years are not accepted.</li> <li>2 Photographs : 2 inch X 2 inch, clicked within the last 3 months, 80% face, clicked against a plain white background with matt finish.</li> </ul>  |
| 02 | <b>Travel Details</b> <ul style="list-style-type: none"> <li>Copy of confirmed Arrival and Departure tickets.</li> <li>Copy of confirmed Hotel reservation showcasing the Hotel Address, Contact Number, Applicant's Name and Dates of Reservation for all days of travel.</li> <li>Day wise Itinerary for all the days of travel in Japan</li> </ul>   |
| 03 | <b>If Employed</b> <ul style="list-style-type: none"> <li>Provide the following company letters on official letterhead, including the applicant's name, designation, and signature of the authorized signatory (Consulate general of Japan): <ul style="list-style-type: none"> <li>Leave Sanction letter (OR) No Objection Certificate.</li> <li>Payslips of last 3 months.</li> <li>3 years' ITR or Form 16 (Part A &amp; Part B) is required.</li> <li>Personal bank statement should be for the last 6 months with the bank's sign &amp; seal or E-Statement showing healthy balance.</li> </ul> </li> </ul>  |
| 04 | <b>If Self-employed</b> <ul style="list-style-type: none"> <li>Cover Letter on official business letterhead including the applicant's name, designation, and signature of the authorized signatory. (Consulate general of Japan)</li> <li>Valid proof of Business Registration Certificate, such as GST certificate, Certificate of Incorporation, Partnership Deed, MOA, etc.</li> <li>For Partners, LLPs, or Directors: Business ITR for the last 3 years is required along with personal ITR</li> <li>For Self-Employed Individuals: 3 years' Personal / Company ITR</li> <li>Personal bank statement should be for the last 6 months with the bank's sign &amp; seal or E-Statement showing healthy balance.</li> </ul>   |
| 05 | <b>Specific Mandates</b> <ul style="list-style-type: none"> <li>All documents must be in English or accompanied by an official translation.</li> <li>The Embassy or Consulate may request additional documents or a personal interview on a case-by-case basis.</li> <li>Applications for travel within 10 days of submission will not be accepted.</li> <li>Document copies should be printed on A4 size paper.</li> <li>Applicable, if the spouses name is not mentioned at the back of the passport.</li> </ul>  |
| 06 | <b>Sponsor documents</b> <ul style="list-style-type: none"> <li>Sponsorship letter from the sponsor stating the applicants details and particulars for the trip.</li> <li>Employment proof of the sponsor.</li> <li>Bank-statement of the sponsor,</li> <li>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</li> </ul>   |
| 07 | <b>Minor Travelling</b> <ul style="list-style-type: none"> <li>100/- NOC Stamp paper notarised from both the parents, if applicant is a minor and no parents travelling</li> <li>100/- NOC Stamp paper notarised from the non-travelling parent, if applicant is a minor and one parent is travelling</li> </ul>  |
| 08 | <b>Staying with friends and family</b> <ul style="list-style-type: none"> <li>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</li> <li>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</li> <li>Letter including the name/passport no. of the invitees &amp; Duration/purpose of stay</li> <li>Permanent address and contact no. of the inviting person</li> </ul>   |
| 09 | <b>Rent Agreement / Jurisdary for covering</b> <ul style="list-style-type: none"> <li>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"> <li>New Delhi Jurisdiction : Andaman &amp; Nicobar Islands, Arunachal Pradesh, Assam, Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu &amp; Kashmir, Lakshadweep, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Rajasthan, Sikkim, Tripura, Uttaranchal, Uttar Pradesh</li> <li>Kolkata Jurisdiction : West Bengal, Bihar, Jharkhand and Odisha.</li> <li>Chennai Jurisdiction : Tamil Nadu, Andhra Pradesh, Telangana, Kerala and Pondicherry.</li> <li>Bengaluru Jurisdiction : Karnataka.</li> </ul> </li> </ul> |

## 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:**  
**+91 9426417399**

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| 10 | <p><b>If Visiting for Business Purpose</b></p> <ul style="list-style-type: none"><li>• Invitation letter for company on thier letter head with complete details of your trip.</li><li>• Bank statement of last 6 months with sign &amp; stamp, company registration certificate &amp; ITR of last 3 years of the company which will bare your travel expenses.</li></ul> |
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