

## **Japan visa requirement**

1. A valid Passport (with more then two blank pages). Please submit your old passports also, if any.
2. A completely filled and signed Visa Application Form.
3. 2 photograph taken within the last 6 months. (The photograph should be of size 2 x 2 inches, colour with white background and printed on good quality paper)
4. Cover Letter stating the purpose of visit and day to day details. (If applicant is owner of company, covering letter should be on Company Letterhead)
5. Ticket
6. Hotel Booking
7. Personal bank statements of last 3 months. In case of bank passbooks, kindly submit the copy of the passbook.
8. Income Tax Return 3 year.
9. If the applicant is employed a. Leave sanctioned from employer / NOC
10. If the applicant is Student / Dependant a.  
Consent from the parents / spouse b. Original bank statement of last six months and latest Income Tax Return for parents / spouse c.  
Student Identity Card copy
11. If the applicant is owner of company a.  
Proof of ownership (e.g. Director Identification Number approval issued from Ministry of Corporate Affairs or proprietorship document issued from bank or Import export license)

## **Documents from the Inviter**

Guarantor in Japan a. Original Invitation Letter b. Schedule of Stay c.  
Original Letter of Guarantee if the Inviter is bearing the expenses d.  
Certificate of Income / bank deposit / copy of final tax return / certificate of tax payment of the Guarantor e. Copy of Passport (First and Last page)

PROCESSING TIME 5 WORKING DAYS

## **JAPAN BUSINESS VISA DOCUMENTS LIST**

1. A valid Passport (with more then two blank pages). Please submit your old passports also, if any.
2. A completely filled and signed Visa
3. One photograph taken within the last 6 months. (The photograph should be of size 2 x 2 inches, colour with white background and printed on good quality paper)
4. Cover Letter stating the purpose of visit and day to day details. on Company Letterhead
5. Original Invitation Letter
  - a. Original Letter of Guarantee
  - b. A certified copy of the incorporation register or an overview of company / organization.
6. Certificate of Employment / Employment Letter and Leave Sanctioned Letter
7. Income Tax Returns 3 year
8. Proof of ownership  
(e.g. Director Identification Number approval issued from Ministry of Corporate Affairs or proprietorship document issued from bank or Import export license)
  - b. Company bank statement.

Visa fees Rs.510+our service charges Rs.2000+GST+courier charges 450