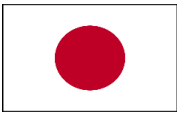


## CHECKLIST Short-Term – Visiting Relatives or Acquaintances

Note: This applies for the following categories –

- Visiting spouse, blood relatives / relatives by affinity within the third degree, Visiting acquaintances /friends

<b>All Documents in English or Japanese only</b>		
1.	<input type="checkbox"/>	<p><b>Visa Application Form</b>  <b>Complete the application form. It must be TYPED in block letters.</b> All fields should be filled. Write <b>N/A</b> or <b>NONE</b> if not applicable. Must be originally wet signed by the applicant and declaration must be filled. <a href="#">Form &amp; Sample</a></p> <p><b>For Nationals of Russia, CIS Countries, Ukraine, and Georgia – 2 sets of originally signed application forms must be provided.</b></p>
2.	<input type="checkbox"/>	<p><b>Photos (Size 45mm x 35mm)</b>            1 photo, that must be a clear copy, high-resolution, white background and recent photo (not older than 6 months). The photo must be glued to the application form. <b>(DO NOT USE STAPLE)</b></p> <p><b>For Nationals of Russia, CIS Countries, Ukraine, and Georgia – 2 photos must be provided</b></p>
3.	<input type="checkbox"/>	<p><b>Original Passport &amp; Copy</b></p> <ul style="list-style-type: none"> <li>• The ORIGINAL and COPY of PASSPORT with the UAE residence visa must be submitted at the time of application. If UAE Visa is in an old passport, then both passports must be submitted. Validity – 30 days from date of return from Japan.</li> <li>• Passport must have more than 2 blank visa pages.</li> </ul>
4.	<input type="checkbox"/>	<p><b>UAE Residence Visa, Copy and Emirates ID – Valid 30 days from date of return</b></p> <ul style="list-style-type: none"> <li>• Copy of Valid UAE residence visa sticker</li> <li>• Copy of Emirates ID – Original must be presented at the Visa Centre.</li> </ul>
5.	<input type="checkbox"/>	<p><b>Air Ticket</b>            Proof of Air tickets (provisional or confirmed E-ticket, Flight information slip / voucher from travel agency, etc.)</p>
6.	<input type="checkbox"/>	<p><b>Hotel Booking</b>            Booking only with full details of Hotel Stay, Contact Details of Hotel, Address and Name of Applicant  <b>For National of China – Vacation rental such as Airbnb booking is not allowed.</b></p>
7.	<input type="checkbox"/>	<p><b>Schedule of Stay/ Itinerary</b>            Daily activities in Japan, including information of accommodation and contact. <a href="#">Available on the website.</a></p>
8.	<input type="checkbox"/>	<p><b>Original Certificate of Employment</b></p> <ul style="list-style-type: none"> <li>• Company seal and wet signatures by person in charge are required (including signatory's name and position).</li> <li>• The salary, position, <b>detailed</b> purpose of travel and financial undertaking must be stated. Form is free style.</li> <li>• It should be addressed to the Consul- General of Japan in Dubai.</li> <li>• For Partner, Owner, Golden Visa Holders the company letter as per the abovementioned required.</li> <li>• For those owners sponsored by the Free Zone, NOC issued from Free Zone is additionally required.</li> <li>• ORIGINAL wet company stamp and signature if it doesn't explicitly state "Electronically Generated", with the electronic stamp and signature.</li> </ul> <p>Those under Dependent Visas and working for an employer in UAE must provide an additional NOC from their UAE Visa Sponsor along with Passport Copy and UAE Residence Visa Copy of the sponsor.</p> <p><b>Dependents Applying independently must provide</b></p> <ul style="list-style-type: none"> <li>• Certificate of Employment (or Salary Certificate) of visa sponsor. (as per NOC requirement from above)</li> <li>• Visa sponsor who holds owner status (Managing Director, Manager, Investor etc.) sponsored by Free Zone, a Sponsored Letter from Free Zone Authority and copy of trade license is required.</li> <li>• Salary Bank E-statement of visa sponsor (last 3 months) when visa sponsor bears travel expenses.</li> <li>• Letter of guarantee when visa sponsor bears travel expenses.</li> <li>• No Objection Letter for traveling from UAE sponsors</li> <li>• For minor children, NOC from both parents is required with original signature</li> <li>• Copy of visa sponsor's passport and UAE residence visa and Emirates ID</li> <li>• Certificate to prove the kinship (Marriage Certificate, Birth Certificate etc.)</li> </ul>
9.	<input type="checkbox"/>	<p><b>Proof of Financial means – UAE Personal Salary Bank E-statements / Account detail Certificate</b></p> <ul style="list-style-type: none"> <li>• An up to date 3 months of electronic generated UAE salary bank statement of the applicant — including the <b>account holder's name and account details including account number, IBAN etc. - not older than 10 days from date of application.</b></li> <li>• For Partner, Owner of the company, UAE personal saving bank statement.</li> </ul> <p><b>For National of China – 6months of salary bank e-statement must be provided for multiple entry</b></p>
10.	<input type="checkbox"/>	<p><b>Documents to prove kinship</b></p> <ul style="list-style-type: none"> <li>• <b>(Visiting relatives):</b> Birth certificate, Marriage certificate, Certified copy of the family register, etc.</li> <li>• <b>(Visiting acquaintances/friends):</b> Photos, Letters, E-mails, Bills for international phone calls, etc.</li> </ul>



Prepared by inviting person/guarantor in Japan

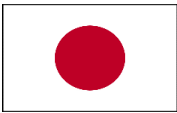
11.	<input type="checkbox"/>	<p><b>Letter of reason for Invitation</b></p> <ul style="list-style-type: none"> <li>State the purpose and activities in Japan "in detail". (Vague references such as "visiting acquaintances" or "visiting friends" are unacceptable.)</li> <li>A person in a position of authority at the company/organization may put his/her signature.</li> <li>Write the full name of an applicant using the "alphabetic characters"</li> <li>Sample available in <a href="#">Download Forms Section</a></li> <li>For Japanese Inviter – Copy of Passport or Certificate of Residence (Jyuminhyo (住民票))</li> <li>For Non-Japanese Inviter – Copy of Passport and Certificate of Residence (Jyuminhyo (住民票)) and Copy of both sides of the valid residence card (在留カード)</li> </ul> <p><b>Letter of Guarantee – If the inviter in Japan is taking care of the expenses.</b></p> <ul style="list-style-type: none"> <li>Complete the form in the same manner as the Letter of reason for invitation.</li> <li>If there are any omissions in the required fields, it will become invalid. (includes omission of a seal).</li> </ul> <p><b>From Guarantor in Japan</b></p> <ul style="list-style-type: none"> <li>The latest certificate of income / taxation or certificate of tax payment – form 2 (納税証明書その2) Each certificate should indicate the gross income for the previous year. "Statement of Tax Withholding (源泉徴収票)" is not acceptable.</li> <li><b>For Japanese guarantor/inviter</b> <ol style="list-style-type: none"> <li>Certificate of residence (Jyuminhyo (住民票)) Description of his/ her family relationship with all family members is required. (Individual Number ("My Number") is NOT required.</li> </ol> </li> <li><b>For NON-Japanese guarantor/inviter</b> <ol style="list-style-type: none"> <li>Copy of both sides of the valid residence card (在留カード)</li> <li>Certificate of residence (Jyuminhyo (住民票), with all matters listed except for Individual Number ("My Number") and Resident Record Code)</li> <li>Copy of his/her passport (including the pages of status items, records of entry/departure, and permission of residence)</li> <li>Copy of guarantor/inviter's Bank statement including the account holder's name and account details or Tax form 2 (納税証明書その2)</li> </ol> </li> </ul>
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Additional required documents for **Multiple-Entry visa request** (Employed individuals with "Sufficient Financial Capacity ONLY")

12.	<input type="checkbox"/>	<p><b>Documents to explain the reason of application for multiple-entry visa</b></p> <ul style="list-style-type: none"> <li>Letter which states the future travel plan and purpose to visit Japan</li> <li>Previous travel history</li> <li><a href="#">Multiple Entry Request Letter</a></li> </ul>
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**IMPORTANT NOTES:**

- Kindly note that we are unable to accept applications if your flight is scheduled within **2 WEEKS** from the application date.
- It is NOT allowed to stay in Japan more than 90 days or perform any activities to undertake revenue-generating business operations or any activities to receive remuneration as visa status of short-term stay.
- Applicants residing in the following Emirates - Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah and Fujairah. And the residents (including its citizen and foreigner) of Afghanistan, Syria and Yemen are eligible to apply for the visa.
- Please note that The Consulate General of Japan in Dubai may issue a single-entry visa after visa examination.
- Documents must be ORIGINAL unless specifically indicated.** The required documents should be valid at the time of visa application and should be submitted within 3 months of their date of issue. Submitted documents for application will not be returned (except passport). You may be requested to submit additional documents that are deemed necessary for the examination.
- The applicant may be requested to submit additional documents that are deemed necessary for the examination.
- Certain Nationals are not eligible to apply for Multiple Entry Tourist Visa. Please inquire at the VFS submission counter or contact center on this matter.**
- The applicant who has multiple valid passports, Japan visa will be stucked on the passport with valid UAE residency.
- Application can be only lodged within 90 days of planned travel to Japan.**



CONSULATE-GENERAL OF JAPAN IN DUBAI

- Applicants are responsible for tracking the status of application on the website or opt for optional tracking services or seek assistance from VFS Contact Centre.

Please **NOTE** that submitting **INCOMPLETE/INCORRECT** documents that are not meeting the requirements mentioned in the list above or that were advised to you at the counter by the submission officer would lead to **IMMEDIATE REJECTION or TERMINATION** of the application by the Consulate.

**Remarks:**

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I hereby declare that the above statement is true, and I am willing to take the risk and accept whatever will be the result of my application after being advised by the VFS officer with regards to my documentation/s:

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**VFS Officer Signature:** \_\_\_\_\_