

JAPAN VISA REQUIREMENTS

(All documents issued/prepared in the Philippines must be original except those specifically stated as photocopy.)

1. Philippine Passport

- Broken passport is not accepted.
- Passports must be signed and must have at least two (2) blank visa pages.

2. Visa Application Form

- Application form must be **typewritten** and filled out all items correctly, if item is not applicable, please fill in (N/A). Embassy may not accept application with blank item, no signature or no date in the form; may deny the application that is filled out incorrectly or has wrong information.
- Do not use liquid paper as means for erasures. Corrections must be crossed out with a double line only.

3. Photo

- Specs: 45mm long x 35mm wide, with white background.
- Photo must be taken within 6 months. No eyeglasses
- Please write the applicant's name and birthdate on the back side of the photo.
- Photo must be pasted on the application form.

4. Birth Certificate **ORIGINAL**

- Must be issued by PSA within 1 year
- If there is a used Japanese visa on your passport, the following (4) and (5) are unnecessary. Except for those applicants who will be guaranteed by family members. The actual passport with used Japan Visa **MUST** be submitted during the application.
- If the birth certificate from Philippines Statistics Office (PSA) is **unreadable or has incomplete information**, submit the birth certificate issued by the Local Civil Registrar.
- If the birth certificate is **LATE REGISTRATION**, submit a baptismal certificate and school record (Form 137).
- If there is no record in PSA, submit Birth Certificate issued by Local Civil Registrar.

5. Marriage Certificate (if the applicant is married) **ORIGINAL**

- Must be issued by PSA within 1 year
- If the certificate is **unreadable**, submit a Marriage Certificate issued by Local Civil Registrar.
- If there is **no record of marriage in the PSA**, submit a Marriage certificate issued by Local Civil Registrar.

6. Itinerary or Daily Schedule in Japan (**TAIZAI YOTEIHYO**)

(If applicants will shoulder part or all of his/her travel expenses)

7. Applicant's Bank Certificate **ORIGINAL**

- Validity of Bank Certificate is three (3) months from the date of issue.
- If the Average Daily Balance (ADB) in the last six (6) months is **NOT** indicated, Bank Statement **MUST** be submitted to prove transactions within the last six (6) months.

8. Applicant's Income Tax Return (Form 2316) - **CLEAR PHOTOCOPY (latest)**

- **Form 2316** must be signed by the employer and employee.
- **For business owners**, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable).

9. Applicant's Employment Certificate (**must indicate period of employment, salary and position**)

- **For business owners**, Department of Trade and Industry (DTI) "Certificate of Business Name Registration " and "Mayor's Permit from the City Hall **MUST** be submitted.
- If for any reason other than being a **retiree, full-time housewife or unemployed**, applicant is unable to submit (8) Tax Payment Certificate and (9) Employment Certificate.
- A letter of explanation about the reason **MUST** be submitted.
- **For Students**, a copy of School ID or Certificate of Enrollment in School **MUST** be submitted.

(If Guarantor who lives in the Philippines or outside the country will shoulder part or all of the applicant's travel expenses (either Filipino or Foreign passport holder)

10. Guarantee Letter **ORIGINAL**

- If Guarantee Letter is of personal format, it must be addressed to
"To: (Ambassador/Consul-General) of Japan"

11. Proof of relationship between applicant and guarantor is/are required even if the applicant has previous Japan Visa (Birth Certificates or Photos, etc.) **ORIGINAL**

12. Guarantor's Personal Bank Certificate (please refer to #7 for details) **ORIGINAL**

13. Guarantor's Tax Payment Certificate (please refer to #8 for details) **CLEAR PHOTOCOPY**

14. Guarantor's Employment Certificate (please refer to #9 for details)

(If applicant is not Philippines Nationality)

15. Foreign residents with long-term or permanent status in the Philippines applying for a visa MUST submit in addition to the above requirements (except birth and marriage certificates), a copy of their Alien Certificate of Registration (ACR) issued by the Philippine government.

- Visa application of foreigners who are on short-term (temporary) visa in the Philippines cannot be accepted. Please apply at the Japanese Embassy or Consulate General with jurisdiction over the area in which the applicant resides over the country of which applicant's passport was issued.

16. Authorization letter from applicant's, if documents are submitted by an authorized representative (ex. relative/employee).

REMINDERS

- Size of document for application should be **A4 size only**. If document is other size, please submit copy that is already adjusted in A4 size from its original and without staples or pasting pages.
- **Applicant's are exempted from submitting (4) and (5) indicated above if they can submit old/valid passports with used Japan visa.** For family application with Guarantor, applicant is still required to submit item (4) or (5) whichever is applicable, even with previous Japan Visa to prove relationship.
- A photocopy of a used Japanese visa is not honored as a replacement for a physical passport with a used Japanese visa.
- It is applicant's responsibility to ensure that he/she meet the requirements for the grant of a visa. Submission of any supporting documents not listed above is encouraged (e.g. applicant's economic or social ties with the Philippines, urgent reasons for visit: medical certificate, wedding invitation).
- Documents submitted for application will not be returned.
- Passport must have a validity of more than six (6) months from date of departure.