

General Points of Visa Application for Short-Term Stay

Other Nationalities

【General Information】

Location: 28th Floor, Dubai World Trade Center (DWTC)

Opening hour: **09:00-12:30**(SUN-THU) for application

12:30-14:30(SUN-THU) for collection

※ No appointments required

※ During Ramadan **09:00-12:00** for application, **12:00-13:30** for collection

※ [Our Holiday Schedule](#)

Visa process: Minimum 4 working days

※ It may vary according to the Japanese holiday or/and examination of application.

Visa fee: [Visa fee](#)

【Be sure to read the followings】

1. 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.
2. Following visa applicants are eligible to apply for Japanese visa at the Consulate-General of Japan in Dubai.
 - **Residents of the Emirates of Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah and Fujairah (UAE residence visa holders)**
 - **Residents of Iraq, Afghanistan, Syria and Yemen (NON UAE residence visa holders)**※ Residents of the Emirates of Abu Dhabi (including Al Ain) must apply for a visa at [the Embassy of Japan in the United Arab Emirates in Abu Dhabi](#)
3. Once your application has been accepted, you may retrieve your passport during process if necessary. Please be noted that additional 1 (one) working day is required for process when you submit original passport on or after informed collection date in the receipt.
4. If you have a non-ordinary passport (e.g. Refugee passport, Travel document etc.), please send a copy of your passport cover page, biometric page and UAE residence visa page by [e-mail](#) before you apply.

5. If you cannot communicate in English, Japanese or Arabic, you are required to bring an interpreter with his/her valid passport.
6. 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.
7. We reserve the full right for final decision of your request for multiple-entry visa based on the criteria set by the Japanese government. We are NOT authorized to answer any inquiries regarding "Criteria" for multiple-entry visa (e.g. minimum bank balance, amount of salary and etc.)

【 Housewife, Student , None status applicant applying independently】

Below documents are required in addition to basic required documents.

- ① Certificate of Employment (or Salary Certificate) of visa sponsor.
Visa sponsor who holds owner status (Managing Director, Manager, Investor and etc.) sponsored by Free Zone, a Sponsored Letter from Free Zone Authority and copy of trade license is required.
- ② Bank statement of visa sponsor (last 3 months) when visa sponsor bears travel expenses.
- ③ Letter of guarantee when visa sponsor bears travel expenses.
- ④ No Objection Letter for traveling.
- ⑤ Copy of visa sponsor's passport and UAE residence visa
- ⑥ Certificate to prove the kinship (Marriage Certificate, Birth Certificate and etc.)

【 Domestic Helper status: Housemaid, Nanny and Servant 】

<https://www.dubai.uae.emb-japan.go.jp/newhp/nanny2019.pdf>

【Multiple-entry visa】

(NOTE)

- Passport: MRP/e-passport in compliance with the ICAO standard only, more than 2 blank visa pages.
- Photo: Recent clear photo taken within 6 months with white background) Glue your photo on your application form (DO NOT USE STAPLER)
- Employment certificate (letter/certificate from company to prove your employment):
Your position, monthly / annual income has to be stated. If the applicant holds the investor or partner (owner) status on his/her UAE residence visa page, a letter from the company must be signed by another person in charge. It is required to submit salary certificate issued from Free Zone for those owners sponsored by the Free Zone.
- UAE residence visa copy is required for all applicant.
- If necessary, we might ask for additional documents apart from the documents mentioned above.
- Please note that we may issue a single entry visa after visa examination.

■ **For Filipino, Vietnamese and Indonesian**

Please see page 7.

■ **For Indian**

<http://www.dubai.uae.emb-japan.go.jp/newhp/engindianmultiple.pdf> .

■ **For Russian**

<https://www.mofa.go.jp/files/000130339.pdf>

■ **For Ukraine Azerbaijan, Armenia, Georgia**

<https://www.mofa.go.jp/files/000255363.pdf>

■ **For the twelve Pacific Islands(*)**

<https://www.mofa.go.jp/files/000386387.pdf>

(*)The twelve Pacific Islands are Republic of Kiribati, Samoa, Solomon Islands, Tuvalu, Tonga, Republic of Nauru, Vanuatu, Papua New Guinea, Republic of Palau, Republic of Fiji, Republic of the Marshall Islands and Federated States of Micronesia.

■ **For Saudi Arabia** (NOTE) for short-term business purpose ONLY

<https://www.mofa.go.jp/files/000386403.pdf>

■ **For Saint Vincent and the Grenadines** (NOTE) for short-term business purpose ONLY

<https://www.mofa.go.jp/files/000404232.pdf>

■ **For Saint Christopher and Nevis** (NOTE) for short-term business purpose ONLY

<https://www.mofa.go.jp/files/000433732.pdf>

■ **For Ecuador** (NOTE) for short-term business purpose ONLY

<https://www.mofa.go.jp/files/000404231.pdf>

■ **For Colombia** (NOTE) for short-term business purpose ONLY

<https://www.mofa.go.jp/files/000442761.pdf>

List of basic documents for short-term visit visa application
“Short-Term Business Affairs, etc.”

Purpose of visit	Participation in meetings, cultural exchange, exchange between municipalities, sports exchange, Business liaison, conference, business meeting, contract signing, after-sales service, advertising, market research, used-car, used-vessel and used-electronics business, etc. ※ Other than UAE and Chinese nationals
Documents to be submitted	Provided by visa applicant <input type="checkbox"/> ① Original passport (more than 2 blank pages) <input type="checkbox"/> ② Passport copy <input type="checkbox"/> ③ Copy of UAE residence visa for NON GCC (Copy of Emirates ID for GCC) <input type="checkbox"/> ④ 1 set of visa application form 2 sets of visa application form (Nationals of Russian, CIS countries or Georgia ONLY) (ENG(with QR code)) (ENG(for handwriting)) (Sample) <input type="checkbox"/> ⑤ 1 photo (2 photos for Nationals of Russian, CIS countries or Georgia ONLY) • Recent photo taken within 6 months with white background is required. • Glue your photo on your application form. (DO NOT USE STAPLER) <input type="checkbox"/> ⑥ Copy of confirmation of flight booking (e-ticket) <input type="checkbox"/> ⑦ Original certificate of employment of applicant • Company seal and signature by person in charge are required (including signer's name and position). • The position, purpose of visit and financial responsibility of travel expenses have to be stated. Form is free style. • (For those owners sponsored by the Free Zone) NOC issued from Free Zone is additionally required. <input type="checkbox"/> ⑧ Copy of trade license • More than 3 months validity is required at the time of visa application. <input type="checkbox"/> ⑨ Bank statement of applicant's company (last 3 months) • If inviting person/guarantor in Japan submit the documents of ⑬ and ⑭, it can be omitted.
	Prepared by inviting person/guarantor in Japan
	<input type="checkbox"/> ⑩ Original letter of reason for invitation (ENG) (JPN) • Put the company seal or representative's seal. Private seals are unacceptable. If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature. • State the purpose and activities in Japan "in detail". (Vague references such as "visiting company" or "visiting conference" are unacceptable.) • Write the full name of an applicant using the "alphabetic characters". <input type="checkbox"/> ⑪ (When there are two or more applicants) List of visa applicants (ENG) (JPN) <input type="checkbox"/> ⑫ Schedule of stay or travel itinerary (ENG) (JPN) (Sample) • Travel Itinerary (each day, including information of accommodation and contact.)
	Prepared by inviting person/guarantor who pays for the travel expenses
	<input type="checkbox"/> ⑬ Original letter of guarantee (ENG) (JPN) • Complete all the required fields. If there are any omission in the required fields, it will become invalid. (includes omission of a seal). Complete the form in the same manner as the Letter of reason for invitation. <input type="checkbox"/> ⑭ Original certified copy of the incorporation register or original overview of company/organization Overview of company/organization (ENG) (JPN) ※ Overview of company/organization is for those companies which are not incorporated. • (For a stock exchange-listed company) Submit its quarterly corporate report (Shiki-ho(会社四季報)) on behalf of a copy of the incorporation register or an overview of the company/organization. • (For an individual or professor) Submit the "Certificate of employment" instead of a copy of the incorporation register or an overview of the company/organization.
	Additional required documents for used-car, used-vessel and used-electronic business
<input type="checkbox"/> Requirements ⑨, ⑬ and ⑭ <input type="checkbox"/> ⑮ Original certificate of tax payment (Form 2) issued by the director of the tax office. <input type="checkbox"/> ⑯ (For NON Japanese guarantor/inviter) • Copy of both sides of the valid residence card • Original certificate of residence (Jyuminhyo (住民票), with all matters listed except for Individual Number ("My Number") and Resident Record Code) • Copy of his/her passport (including the pages of status items)	

* The required documents shall be valid at the time of visa application, and shall be submitted within three months from the date of issue.

* The applicant may be requested to submit additional documents that are deemed necessary for the examination.

List of basic documents for short-term visit visa application
“Visiting Relatives/Acquaintances”

Purpose of visit	Visiting spouse, blood relatives / relatives by affinity within the third degree, Visiting acquaintances /friends ※ Other than UAE and Chinese nationals.
Documents to be submitted	Provided by visa applicant
	<input type="checkbox"/> ① Original passport (more than 2 blank pages) <input type="checkbox"/> ② Passport copy <input type="checkbox"/> ③ Copy of UAE residence visa for NON GCC (Copy of Emirates ID for GCC) <input type="checkbox"/> ④ 1 set of visa application form 2 sets of visa application form (Nationals of Russian, CIS countries or Georgia ONLY) (ENG(with QR code)) (ENG(for handwriting)) (Sample) <input type="checkbox"/> ⑤ 1 photo (2 photos for Nationals of Russian, CIS countries or Georgia ONLY) <ul style="list-style-type: none"> Recent photo taken within 6 months with white background is required. Glue your photo on your application form. (DO NOT USE STAPLER) <input type="checkbox"/> ⑥ Copy of confirmation of flight booking (e-ticket) <input type="checkbox"/> ⑦ Original certificate of employment of applicant <ul style="list-style-type: none"> Company seal and signature by person in charge are required (including signer's name and position). The position and monthly salary of applicant have to be stated. Form is free style. (For those owners sponsored by the Free Zone) Salary certificate or incumbency issued from Free Zone is required. <input type="checkbox"/> ⑧ Bank statement of applicant (last 3 months) <input type="checkbox"/> ⑨ Documents to prove kinship <ul style="list-style-type: none"> (Visiting relatives) : Birth certificate, Marriage certificate, Certified copy of the family register, etc. (Visiting acquaintances/friends) : Photos, Letters, E-mails, Bills for international phone calls, etc.
	Prepared by inviting person/guarantor in Japan
	<input type="checkbox"/> ⑩ Original letter of reason for invitation (ENG) (JPN) <ul style="list-style-type: none"> State the purpose and activities in Japan "in detail". (Vague references such as “visiting acquaintances” or “visiting friends” are unacceptable.) Write the full name of an applicant using the "alphabetic characters". <input type="checkbox"/> ⑪ (When there are two or more applicants) List of visa applicants (ENG) (JPN) <input type="checkbox"/> ⑫ Schedule of stay or travel itinerary (ENG) (JPN) (Sample) <ul style="list-style-type: none"> Travel Itinerary (each day, including information of accommodation and contact.)
	Prepared by inviting person/guarantor who pays for the travel expenses
	<input type="checkbox"/> ⑬ Original letter of guarantee (ENG) (JPN) <ul style="list-style-type: none"> Complete all the required fields. If there are any omission in the required fields, it will become invalid. (includes omission of a seal). Complete the form in the same manner as the Letter of reason for invitation. <input type="checkbox"/> ⑭ One or More of the following documents concerning the guarantor <ul style="list-style-type: none"> The latest original certificate of income / taxation or a original certificate of tax payment (Form 2) ※ Each certificate should indicate the gross income for the previous year. ※ "Statement of Tax Withholding(源泉徴収票)" is not acceptable. A copy of the counterfoil of final tax return with the seal of reception of the tax office. (e-tax : submit receipt notification and final tax return) A certificate of deposit balance <input type="checkbox"/> ⑮ (For Japanese guarantor/inviter) Original certificate of residence (Jyuminhyo (住民票)) <ul style="list-style-type: none"> Description of his/ her family relationship with all family members is required. (Individual Number (“My Number”) is NOT required.) <input type="checkbox"/> ⑯ (For NON Japanese guarantor/inviter) ① Copy of both sides of the valid residence card, ② Certificate of residence (Jyuminhyo (住民票), with all matters listed except for Individual Number (“My Number”) and Resident Record Code), and ③ Copy of his/her passport (including the pages of status items, records of entry/departure, and permission of residence)

* The required documents shall be valid at the time of visa application, and shall be submitted within three months from the date of issue.

* The applicant may be requested to submit additional documents that are deemed necessary for the examination.

**List of basic documents for short-term visit visa application
“Tourism”**

Purpose of visit	<p>Sightseeing</p> <p>※ Other than UAE and Chinese nationals.</p> <p>※ If your purpose of visit fits in “Visiting Relatives/Acquaintances” or “Short-Term Business Affairs, etc.”, you are NOT eligible to apply “Tourism”.</p>
Documents to be submitted	<p>Provided by visa applicant</p> <p><input type="checkbox"/> ① Original passport (more than 2 blank pages)</p> <p><input type="checkbox"/> ② Passport copy</p> <p><input type="checkbox"/> ③ Copy of UAE residence visa for NON GCC (Copy of Emirates ID for GCC)</p> <p><input type="checkbox"/> ④ 1 set of visa application form 2 sets of visa application form (Nationals of Russian, CIS countries or Georgia ONLY) (ENG(with QR code)) (ENG(for handwriting)) (Sample)</p> <p><input type="checkbox"/> ⑤ 1 photo (2 photos for Nationals of Russian, CIS countries or Georgia ONLY) <ul style="list-style-type: none"> Recent photo taken within 6 months with white background is required. Glue your photo on your application form. (DO NOT USE STAPLER) </p> <p><input type="checkbox"/> ⑥ Copy of confirmation of flight booking (e-ticket)</p> <p><input type="checkbox"/> ⑦ Original certificate of employment of applicant <ul style="list-style-type: none"> Company seal and signature by person in charge are required (including signer's name and position). The position and monthly salary of applicant have to be stated. Form is free style. (For those owners sponsored by the Free Zone) Salary certificate or incumbency issued from Free Zone is required. </p> <p><input type="checkbox"/> ⑧ Bank statement of applicant (last 3 months)</p> <p><input type="checkbox"/> ⑨ Schedule of stay or travel itinerary (ENG) (JPN) (Sample) <ul style="list-style-type: none"> Travel Itinerary (each day, including information of accommodation and contact.) </p>

* The required documents shall be valid at the time of visa application, and shall be submitted within three months from the date of issue.

* The applicant may be requested to submit additional documents that are deemed necessary for the examination.

Basic requirements for “Temporary Visit ”**MULTIPLE-entry Visa for Philippines, Vietnam and Indonesia Nationals***Required documents must be ORIGINAL unless specifically indicated.***<Purpose of visit>**

The following is an outline of application procedures for nationals of Philippines, Vietnam and Indonesia who wish to apply for a multiple entry visa as a temporary visitor. The visa is for the purpose of tourism, business affairs, and visits to relatives/acquaintances, so it is not permitted to perform activities to undertake revenue generating business operations or activities to receive remuneration.

***see the next page too for business purpose and cultural/intellectual figures for Philippines and Vietnam nationals.**

1. Applicant with travel record to Japan in the last <u>three years</u> (period of stay: 30 days maximum)
<p>① Passport (MRP/e-passport in compliance with the ICAO standard only, more than 2 blank visa pages)</p> <p>② Copy of passport and UAE residence visa</p> <p>③ 1 visa application form ((ENG with QR code) ((ENG for handwriting) ((Sample)</p> <p>④ 1 photo (recent clear photo taken within 6 months with white background) Glue your photo on your application form (DO NOT USE STAPLER)</p> <p>⑤ Original certificate of employment of applicant ※employment certificate (letter/certificate from company to prove your employment) The position, monthly / annual income has to be stated. It is required to submit salary certificate issued from Free Zone for those owners sponsored by the Free Zone.</p> <p>⑥ Current or old passport that shows Japanese temporary visitor visa, entry and exit stamp within the last three years</p> <p>⑦ A letter of explanation stating the reason of applying for the multiple visa</p> <p>⑧ One of the following documents</p> <ul style="list-style-type: none"> ● Salary bank account statement (last 3 months) ● Original and copy of current or old passport that shows temporary visitor visas and entry stamps of G7 countries(except Japan) in the last three years (* Entry and exit stamps of G7 are required more than two.)
2. Applicant with <u>sufficient financial capacity</u> and his/her spouse or children (period of stay: 30 days maximum)
<p>① Passport (MRP/e-passport in compliance with the ICAO standard only, more than 2 blank visa pages)</p> <p>② Copy of passport and UAE residence visa</p> <p>③ 1 visa application form ((ENG with QR code) ((ENG for handwriting) ((Sample)</p> <p>④ 1 photo (recent clear photo taken within 6 months with white background) Glue your photo on your application form (DO NOT USE STAPLER)</p> <p>⑤ Original certificate of employment of applicant ※employment certificate (letter/certificate from company to prove your employment) The position, monthly / annual income has to be stated. It is required to submit salary certificate issued from Free Zone for those owners sponsored by the Free Zone.</p> <p>⑥ A letter of explanation stating the reason of applying for a multiple visa</p> <p>⑦ Salary bank account statement (last 3 months) and Stock dividend, Retirement allowance, Inheritance or Title deed</p> <p>⑧ (For spouse or children of the applicant)</p> <p>(a) Documents to prove kinship to the main financial provider (Marriage certificate, Birth certificate etc)</p> <p>(b) Documents to prove stable financial status of main financial provider (above ⑦)</p> <p>※If applying spouse or children only from the above main financial provider, provide a copy of his/her passport and Japan visa pages.</p>

* The required documents shall be valid at the time of visa application, and shall be submitted within three months from the date of issue.

* The applicant may be requested to submit additional documents that are deemed necessary for the examination.

* Please note that we may issue a single entry visa after visa examination.

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Business purpose, and cultural or intellectual figures
MULTIPLE-entry Visa for Filipino and Vietnam Nationals

Required documents must be ORIGINAL unless specifically indicated.

<Purpose of visit>

The following is an outline of application procedures for nationals of the Philippines and Vietnamese who wish to apply for a multiple entry visa for business purpose, and for cultural or intellectual figures who is applicable to one of the following categories. The visa is for the purpose of business affairs for the first visit, but from the second visit it is possible to use as tourist or visiting relatives/ acquaintances as well. But it is not permitted to perform activities to undertake revenue generating business operations or activities to receive remuneration.

3. Business purpose : Applicant who is applicable to one of the following categories and his/her spouse or children (period of stay: 90 days maximum)

- (1) A regular employee of a public (government) enterprise
- (2) An employee of a private company which is listed on the stock exchange (including Japan and third countries)
- (3) A regular employee of a Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management base in Japan
- (4) A regular employee of a joint venture company, a subsidiary company or a branch office of a company which is listed on the stock exchange (including Japan and the third countries)
- (5) A regular employee of a private company with constant business transactions with a Japanese company which is listed on the stock exchange
- (6) A regular employee with a travel record to Japan for business purpose and travel records as temporary visitor to G7 countries (except Japan) more than two times in the last three years
- (7) A regular employee with more than three travel records to Japan for business purpose in the last three years

- ① Passport (MRP/e-passport in compliance with the ICAO standard only, more than 2 blank visa pages)
- ② Copy of passport and UAE residence visa
- ③ 1 visa application form [\(ENG with QR code\)](#) [\(ENG for handwriting\)](#) [\(Sample\)](#)
- ④ 1 photo (recent clear photo taken within 6 months with white background) Glue your photo on your application form (DO NOT USE STAPLER)
- ⑤ Original certificate of employment of applicant
 ※employment certificate (letter/certificate from company to prove your employment)
 Your position, monthly / annual income has to be stated. It is required to submit salary certificate issued from Free Zone for those owners sponsored by the Free Zone.
- ⑥ Documents to prove the applicant qualify for one of the categories abovementioned (1)~(7)
 ※If qualifying for abovementioned (6) or (7) current or old pass-port that shows temporary visitor visas and entry stamps of Japan and G7 countries (except Japan) in the last three years.
- ⑦ A letter of explanation stating the reason of applying for the multiple visa
- ⑧ (For spouse or children of the applicant)※Not eligible to apply without main applicant.
 Documents to prove kinship to the main financial provider (Marriage certificate, Birth certificate etc)
 ※For the first time of travel to Japan under this visa, you cannot travel without the main applicant.
 ※If applying separately from the applicant, provide a copy of his/her passport (pages of identification and Japanese multiple visa) as additional documents.

4. Cultural or Intellectual figures: Applicant who is applicable to one of the following categories and his/her spouse or children (period of stay: 90 days maximum)

- (1) An artist (Fine Art, Literary Art, Music, Theatre Play, Dance etc.), a specialist in humanities (Literature, Law, Economics etc.), or a scientist (Technology, Engineering, Medical science etc.) who has relevant accomplishments
- (2) A lawyer, certified public accountant, patent attorney, judicial scrivener, notary, medical doctor who has a national or international qualification and actually working as the same position.
- (3) An amateur sports player who has relevant accomplishments
- (4) A full-time professor, assistant professor, or lecturer of a university or a college
- (5) A director or higher post of a national or public research institution or a museum / library
- (6) A Diet member, government official, local assemblyman, local government

- ① Passport (MRP/e-passport in compliance with the ICAO standard only, more than 2 blank visa pages)
- ② Copy of passport and UAE residence visa
- ③ 1 visa application form [\(ENG with QR code\)](#) [\(ENG for handwriting\)](#) [\(Sample\)](#)
- ④ 1 photo (recent clear photo taken within 6 months with white background) Glue your photo on your application form (DO NOT USE STAPLER)
- ⑤ Documents to prove the applicant qualify for one of the categories abovementioned (1)~(6)
- ⑥ A letter of explanation stating the reason of applying for the multiple visa
- ⑦ (For spouse or children of the Applicant)※Not eligible to apply without main applicant.
 Documents to prove kinship to the main financial provider (Marriage certificate, Birth certificate etc)
 ※For the first time of travel to Japan under this visa, you cannot travel without the main applicant.
 ※If applying separately from the applicant, provide a copy of his/her passport (pages of identification and Japanese multiple visa) as additional documents.

- * The required documents shall be valid at the time of visa application, and shall be submitted within three months of the date of issue.
- * The applicant may be requested to submit additional documents that are deemed necessary for the examination.
- * Please note that we may issue a single entry visa after visa examination.