

List of documents for “Short-Term Business Affairs” application April 13, 2022~(M29)

【Before apply for visa】

In order to apply for Japanese visa, receiving companies/organizations/inviters in Japan should complete registering the ERFS system first. Applicants who do not have a copy of the “Certificate for Completion of Registration to the ERFS system” from the Ministry of Health, Labour, and Welfare are not eligible to apply for visa.
Any inquiries about this registration, please contact following call center in Japan. TEL: +81-50-1751-2158, +81-50-1471-8558

【The acceptable categories of visa applications】

- Visa for Short-term “Business affairs”
- Visa for working and long-term stays with “Certificate of Eligibility”

【Required documents to apply visa】

D o c u m e n t s t o b e s u b m i t t e d	Provided by visa applicant	
	<input type="checkbox"/>	① Original valid passport* (more than 2 blank pages) and the passport with valid UAE residence visa if applies
	<input type="checkbox"/>	② Copy of valid passport
	<input type="checkbox"/>	③ Copy of Emirates ID
	<input type="checkbox"/>	④ 1 set of visa application form (2 sets for Nationals of Russia, 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 Original letter of employment of applicant <ul style="list-style-type: none"> The position, purpose of visit, and financial responsibility of travel expenses have to be stated. For Partner or Owner, Company letter is required. For those owners sponsored by the Free Zone, NOC issued from Free Zone is additionally required.
	<input type="checkbox"/>	⑦ Bank statement of applicant's company (last 3 months, online statement is acceptable)
	<input type="checkbox"/>	⑧ Copy of trade license (more than 3 months validity is required at the time of visa application)
	Prepared by receiving company/authority in Japan	
	<input type="checkbox"/>	⑨ A copy of the Certificate for Completion of registration to the ERFS system.
	<input type="checkbox"/>	⑩ A copy of the letter of reason for invitation (without omission, with all the details) (.ENG) (.JPN) <ul style="list-style-type: none"> 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 Itinerary in Japan form (Form) (Sample) <ul style="list-style-type: none"> Information on planned schedule of flight with entry/departure date to/from Japan. Daily activities, including information of accommodation and contact.
	Required when an inviting person/guarantor pays for the travel expenses (prepared by an inviting person/guarantor)	
	<input type="checkbox"/>	⑫ A copy of the 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. Complete the form in the same manner as the Letter of reason for invitation.
	<input type="checkbox"/>	⑬ Original certified copy of the incorporation register or original overview of company/organization > Form for Overview of company(for those companies which are not incorporated.) (.ENG) (.JPN) <ul style="list-style-type: none"> (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.
	Required documents for used-car, used-vessel and used-electronic business	
	<input type="checkbox"/>	• Documents ①~⑬
	<input type="checkbox"/>	• Original certificate of tax payment (Form 2) issued by the director of the tax office.
	<input type="checkbox"/>	(For NON Japanese guarantor/inviter) ① Copy of both sides of the valid residence card, ② Copy of certificate of residence (Jyuminhyo (住民票), with all matters listed except for Individual Number (“My Number”) and Resident Record Code).

* The required documents shall be valid at the time of visa application, and shall be submitted within 3 months from the date of issue.

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

* The applicant who has multiple valid passports, Japan visa will be stucked on the passport with valid UAE residence visa.