

General Points of Visa Application for Short-Term Stay *Chinese Nationals*

1. General Information

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

Opening hour: for application MON—THU 8:00 – 12:00 , FRI 8:00 – 11:00
for collection MON – THU 12:00 – 15:00

※During Ramadan 08:00-11:00 for application, 11:00-13:00 for collection

※[Our Holiday Schedule](#)

Visa process: Minimum 1 week

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

Visa fee: [Visa fee](#)

2. Please be sure to read the followings

- (1) Kindly note that we are unable to accept applications if your flight is scheduled within 2 weeks from the application date.
 - (2) 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.
 - (3) 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 (including its citizen and foreigner) of Afghanistan, Syria and Yemen**
- ※ 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](#)
- (4) 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.

- (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.)

3. 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.)

4. Domestic Helper status: Housemaid, Nanny and Servant

List of Required documents

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

Purpose of visit	<p>○ Participation in meetings, cultural exchange, exchange between municipalities, sports exchange, etc. ○ Business liaison, conference, business meeting, contract signing, after-sales service, advertising, market research, etc. ※ For Chinese nationals</p>
D o c u m e n t s t o b e s u b m i t t e d	<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 or Emirates ID</p> <p><input type="checkbox"/> ④ 1 set of visa application form (Format) (*Sample)</p> <p><input type="checkbox"/> ⑤ 1 photo</p> <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><input type="checkbox"/> ⑥ Copy of information of flight booking (E-ticket, Flight information slip / voucher from travel agency, etc)</p> <p><input type="checkbox"/> ⑦ Original certificate of employment of applicant</p> <ul style="list-style-type: none"> • Company seal and signature by person in charge are required (including signer's name and position). • The position, purpose of visit and status of travel expenses have to be stated. Form is free style. • For Partner and Owner, the company letter is required. • For those owners sponsored by the Free Zone, NOC issued from Free Zone is additionally required. <p><input type="checkbox"/> ⑧ Copy of trade license</p> <ul style="list-style-type: none"> • More than 3 months validity is required at the time of visa application. <p><input type="checkbox"/> ⑨ Salary bank statement of applicant's company (last 3 months)</p>
	<p>Prepared by inviting person/guarantor in Japan</p> <p><input type="checkbox"/> ⑩ Original letter of reason for invitation (ENG) (JPN)</p> <ul style="list-style-type: none"> • 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". <p><input type="checkbox"/> ⑪ (When there are two or more applicants) List of visa applicants (ENG) (JPN)</p> <p><input type="checkbox"/> ⑫ Itinerary in Japan (ENG) (JPN) (Sample)</p> <ul style="list-style-type: none"> • Schedule of stay (Daily activities in Japan, including information of accommodation and contact.) <p><input type="checkbox"/> ⑬ Original letter of guarantee (ENG) (JPN)</p> <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. <p><input type="checkbox"/> ⑭ Original certified copy of the incorporation register or original overview of company/organization ※ Overview of company/organization is for those companies which are not incorporated. (ENG) (JPN)</p> <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.
	<p style="color: red;">Additional required documents for multiple-entry visa request (Employed individuals with "Sufficient Financial Capacity ONLY")</p> <p><input type="checkbox"/> ⑮ Salary bank statement of applicant (last 6 months)</p> <p><input type="checkbox"/> ⑯ Documents to explain the reason of application for multiple-entry visa</p> <ul style="list-style-type: none"> • Letter which states the future travel plan and purpose to visit Japan

* 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 for Chinese nationals”

Purpose of visit	Visiting spouse, blood relatives / relatives by affinity within the third degree, Visiting acquaintances /friends ※ For Chinese nationals.
Provided by visa applicant	
Documents submitted	<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 or Emirates ID <input type="checkbox"/> ④ 1 set of visa application form (Format) (*Sample) <input type="checkbox"/> ⑤ 1 photo <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 information of flight booking (E-ticket, Flight information slip / voucher from travel agency, etc) <input type="checkbox"/> ⑦ Copy of Hotel booking (accommodation) <ul style="list-style-type: none"> Applicant name to be appeared as guest name in the booking. <input type="checkbox"/> ⑧ 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, monthly/annual income 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"/> ⑨ Salary bank statement of applicant (last 3 months) <input type="checkbox"/> ⑩ 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"/> ⑪ 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"/> ⑫ (When there are two or more applicants) List of visa applicants ((ENG) ((JPN)) <input type="checkbox"/> ⑬ 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.) <input type="checkbox"/> ⑭ 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"/> ⑮ 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"/> ⑯ (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"/> ⑰ (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)
Additional required documents for multiple-entry visa request (Employed individuals with "Sufficient Financial Capacity ONLY")	
	<input type="checkbox"/> ⑱ Salary bank statement of applicant (last 6 months) <input type="checkbox"/> ⑲ Documents to explain the reason of application for multiple-entry visa <ul style="list-style-type: none"> Letter which states the future travel plan and purpose to visit Japan

* 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 for Chinese nationals”

Purpose of visit	<p>Sightseeing</p> <p>※ For 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> <p>※ Staying within 30days ONLY. If you want to stay more than <u>30days</u>, you are required a guarantor in Japan.</p>
Documents 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 or Emirates ID</p> <p><input type="checkbox"/> ④ 1 set of visa application form (Format) (*Sample)</p> <p><input type="checkbox"/> ⑤ 1 photo</p> <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><input type="checkbox"/> ⑥ Copy of information of flight booking (E-ticket, Flight information slip / voucher from travel agency, etc)</p> <p><input type="checkbox"/> ⑦ Copy of Hotel booking</p> <ul style="list-style-type: none"> • Applicant name to be appeared as guest name in the booking. <p><input type="checkbox"/> ⑧ Original certificate of employment of applicant</p> <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><input type="checkbox"/> ⑨ Salary bank statement of applicant (last 3 months) *</p> <ul style="list-style-type: none"> • Company Bank statement is NOT accepted. The same shall apply to the applicant who hold Partner, Investor or Manager (by Free Zone) status in the UAE. <p><input type="checkbox"/> ⑩ Schedule of stay or travel itinerary (ENG) (JPN) (Sample)</p> <ul style="list-style-type: none"> • Travel Itinerary (each day, including information of accommodation and contact.) <p style="color: red;">Additional required documents for multiple-entry visa request (Employed individuals with "Sufficient Financial Capacity ONLY")</p> <p><input type="checkbox"/> ⑪ Salary bank statement of applicant (last 6 months)</p> <p><input type="checkbox"/> ⑫ Documents to explain the reason of application for multiple-entry visa</p> <ul style="list-style-type: none"> • Letter which states the future travel plan and purpose to visit Japan

【 Note 】

When there is a guarantor who shoulders applicant’s travel expenses, the guarantor shall be lineal relatives within second degree. In this case, document(s) to prove kinship from China is (are) required. (公证书, Marriage Certificate, Birth Certificate)

(As a general rule, relatives more than third degree or company cannot be a guarantor.)

* 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.