

Group Trip from University, College, and School

First of all, we would like to draw your kind attention regarding **Palestinian** citizen students, teachers, or staff members who hold the Travel Document issued from the Government of Lebanon, Syria or Egypt, it is required under the Japanese Immigration Law that the Travel document and UAE residence visa should be valid more than 6 months at the time of application. Also, note that some of the Travel Documents mentioned above are not recognized by the Japanese Government. (This **does not mean** that the applicant is ineligible for Japanese visa application.) If the Travel document is not recognized by Japanese Government, The Consulate-General of Japan will issue the Travel document for the applicant once the visa is granted. For this case, personal appearance of the applicant is required for signing the issued Travel Document at the time of collection.

Secondly, for **Emirati** students, teachers or staff members who hold “**2 years validity passport**” (**not remaining validity**), since the Japanese Government does not recognize this passport, equally same as the above, A Travel Document will be issued by the Japanese Government once the visa is granted. Therefore, personal appearance of the applicant is required for signing the issued Travel Document at the time of collection.

Lastly, we will examine the application approximately in 5 working days. However, those students, teachers or staff members who apply to the mentioned category above, it will take a little longer (extra 4-5 working days) for the process. Once the visa is issued, it is valid for 3 months. To avoid any delay, it is advisable to apply 3 weeks prior to your actual travel date.

Check Sheet

1. Letter from University / College / School

Please state the followings **clearly** in the letter:

✓ Confirmation of Parent's / Guardian's consents for this trip.

✓ Financial responsibility for this trip

(Ex: The University has already received the payments from student's parent and etc...)

✓ University's / College's / School's responsibility

(Ex: Logistic supports in Japan, abiding by Japanese Law and Regulation and etc..)

✓ Travel Dates

2. List of Applicants

Please state Full Name, Nationality and Passport Number of the students/staffs

3. Flight Booking Confirmation

4. Schedule of Stay in Japan or Daily activity list

5. Application Form (1 set)

Please make sure that applicant has **checked Yes / No Question boxes** and **Signed** on the 2nd page of application Form.

For those students, nationality of Russia and CIS Countries, 2 sets of application forms are required.

6. Photo – 1

2 photos are required for Russian, CIS countries, 2 years validity UAE passport holder and holder of Travel Document which is not recognized by Japanese Government.

7. Original Passport

8. Copy of Passport and UAE Residence Visa

For **GCC national student**, Copy of **Emirates ID** is required instead of UAE residence Visa.

Please arrange the documents in the following order.

Please **paste** photo with Glue.

Do not use stapler!

Have you Signed on the 2nd Page?

Did you check Yes/No Question Box?

1

Application Form

2

Passport Copy

3

UAE Residence Visa / Emirates ID Copy (for GCC)

4

Letter from University / College / School

5

List of Applicants

6

Flight Booking

7

Schedule of Stay in Japan