

General Points of Visa Application for Short-Term Stay

**Chinese Nationals**

**【General Information】**

Location: 28<sup>th</sup> 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

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 (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](#)
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 cannot communicate in English, Japanese or Arabic, you are required to bring an interpreter with his/her valid passport.
5. 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.

6. 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 】**

[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	<input type="radio"/> Participation in meetings, cultural exchange, exchange between municipalities, sports exchange, etc. <input type="radio"/> Business liaison, conference, business meeting, contract signing, after-sales service, advertising, market research, etc. ※ For Chinese nationals
Documents submitted	Provided by visa applicant
	<input type="checkbox"/> ① <b>Original valid passport (more than 2 blank pages) and the passport with valid UAE residence visa if applies</b> <input type="checkbox"/> ② <b>Copy of valid passport</b> <input type="checkbox"/> ③ <b>Copy of valid UAE residence visa</b> <input type="checkbox"/> ④ <b>1 set of visa application form</b> <a href="#">(ENG(with QR code))</a> <a href="#">(ENG( for handwriting))</a> <a href="#">(Sample)</a> <input type="checkbox"/> ⑤ <b>1 photo</b> <ul style="list-style-type: none"> <li>• Recent photo taken within 6 months with white background is required.</li> <li>• Glue your photo on your application form (DO NOT USE STAPLER)</li> </ul> <input type="checkbox"/> ⑥ <b>Information of flight booking</b> <ul style="list-style-type: none"> <li>• E-ticket, Flight information slip / voucher from travel agency, etc</li> </ul> <input type="checkbox"/> ⑦ <b>Original certificate of employment of applicant</b> <ul style="list-style-type: none"> <li>• ORIGINAL company seal and signature by person in charge are required (including signer's name and position).</li> <li>• The position, purpose of visit, and financial responsibility of travel expenses have to be stated.</li> <li>• It must be address to Consul- General of Japan in Dubai, Form is free style.</li> <li>• Electronically generated certificate must have ORIGINAL either company seal OR signature by person in charge.                      ※Please note that the certificate must contain the wording "Electronically generated"</li> <li>• For Partner or Owner, the company letter is required.</li> <li>• For those owners sponsored by the Free Zone, NOC issued from Free Zone is additionally required.</li> </ul> <input type="checkbox"/> ⑧ <b>Copy of trade license</b> <ul style="list-style-type: none"> <li>• More than 3 months validity is required at the time of visa application.</li> </ul> <input type="checkbox"/> ⑨ <b>Bank statement of applicant's company</b> (last 3 months, Online statement is acceptable)
	Prepared by inviting person/guarantor in Japan
	<input type="checkbox"/> ⑩ <b>Original letter of reason for invitation</b> <a href="#">(ENG)</a> <a href="#">(JPN)</a> <ul style="list-style-type: none"> <li>• 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.</li> <li>• State the purpose and activities in Japan "in detail". (Vague references such as "visiting company" or "visiting conference" are unacceptable.)</li> <li>• Write the full name of an applicant using the "alphabetic characters".</li> </ul> <input type="checkbox"/> ⑪ <b>(When there are two or more applicants) List of visa applicants</b> <a href="#">(ENG)</a> <a href="#">(JPN)</a> <input type="checkbox"/> ⑫ <b>Itinerary in Japan form</b> <a href="#">(Form)</a> <a href="#">(Sample)</a> <ul style="list-style-type: none"> <li>• Information on planned schedule of flight with entry/departure date to/from Japan.</li> <li>• Daily activities, including information of accommodation and contact.</li> </ul> <input type="checkbox"/> ⑬ <b>Original letter of guarantee</b> <a href="#">(ENG)</a> <a href="#">(JPN)</a> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <input type="checkbox"/> ⑭ <b>Original certified copy of the incorporation register or original overview of company/organization</b> > Form for Overview of company(for those companies which are not incorporated). <a href="#">(ENG)</a> <a href="#">(JPN)</a> <ul style="list-style-type: none"> <li>• (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.</li> <li>• (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.</li> </ul>
	<p style="color: red;">Additional required documents for multiple-entry visa request (Employed individuals with "Sufficient Financial Capacity ONLY")</p> <input type="checkbox"/> ⑮ <b>Salary bank statement of applicant (last 6 months)</b> <input type="checkbox"/> ⑯ <b>Documents to explain the reason of application for multiple-entry visa</b> <ul style="list-style-type: none"> <li>• Letter which states the future travel plan and purpose to visit Japan. Form is free style.</li> </ul>

\* 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.

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

**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.
Documents to be submitted	Provided by visa applicant
	<input type="checkbox"/> ① <b>Original valid passport (more than 2 blank pages) and the passport with valid UAE residence visa if applies</b> <input type="checkbox"/> ② <b>Copy of valid passport</b> <input type="checkbox"/> ③ <b>Copy of valid UAE residence visa</b> <input type="checkbox"/> ④ <b>1 set of visa application form</b> <a href="#">(ENG(with QR code))</a> <a href="#">(ENG( for handwriting))</a> <a href="#">(Sample)</a> <input type="checkbox"/> ⑤ <b>1 photo</b> <ul style="list-style-type: none"> <li>• Recent photo taken within 6 months with white background is required.</li> <li>• Glue your photo on your application form (DO NOT USE STAPLER)</li> </ul> <input type="checkbox"/> ⑥ <b>Information of flight booking</b> <ul style="list-style-type: none"> <li>• E-ticket, Flight information slip / voucher from travel agency, etc</li> </ul> <input type="checkbox"/> ⑦ <b>Copy of Hotel booking (accomodation)</b> <ul style="list-style-type: none"> <li>• Applicant name to be appeared as guest name in the booking.</li> </ul> <input type="checkbox"/> ⑧ <b>Original certificate of employment of applicant</b> <ul style="list-style-type: none"> <li>• ORIGINAL company seal and signature by person in charge are required (including signer's name and position).</li> <li>• The position, purpose of visit, and financial responsibility of travel expenses have to be stated.</li> <li>• It must be address to Consul- General of Japan in Dubai, Form is free style.</li> <li>• Electronically generated certificate must have ORIGINAL either company seal OR signature by person in charge. ※Please note that the certificate must contain the wording "Electronically generated"</li> <li>• For Partner or Owner, the company letter is required.</li> <li>• For those owners sponsored by the Free Zone, Salary certificate or incumbency issued from Free Zone is required.</li> </ul> <input type="checkbox"/> ⑨ <b>Salary bank statement of applicant</b> (last 3 months, Online statement is acceptable) <ul style="list-style-type: none"> <li>• Account name, daily transaction, and Balance need to be present.</li> </ul> <input type="checkbox"/> ⑩ <b>Documents to prove kinship</b> <ul style="list-style-type: none"> <li>• (Visiting relatives) : Birth certificate, Marriage certificate, Certified copy of the family register, etc.</li> <li>• (Visiting acquaintances/friends) : Photos, Letters, E-mails, Bills for international phone calls, etc.</li> </ul>
	Prepared by inviting person/guarantor in Japan
	<input type="checkbox"/> ⑪ <b>Original letter of reason for invitation</b> <a href="#">(ENG)</a> <a href="#">(JPN)</a> <ul style="list-style-type: none"> <li>• 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".</li> </ul> <input type="checkbox"/> ⑫ <b>(When there are two or more applicants) List of visa applicants</b> <a href="#">(ENG)</a> <a href="#">(JPN)</a> <input type="checkbox"/> ⑬ <b>Itinerary in Japan form</b> <a href="#">(Form)</a> <a href="#">(Sample)</a> <ul style="list-style-type: none"> <li>• Information on planned schedule of flight with entry/departure date to/from Japan.</li> <li>• Daily activities, including information of accommodation and contact.</li> </ul> <input type="checkbox"/> ⑭ <b>Original letter of guarantee</b> <a href="#">(ENG)</a> <a href="#">(JPN)</a> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <input type="checkbox"/> ⑮ One or More of the following documents concerning the guarantor <ul style="list-style-type: none"> <li>• <b>The latest original certificate of income / taxation or a original certificate of tax payment (Form 2)</b>  ※ Each certificate should indicate the gross income for the previous year.  ※ "Statement of Tax Withholding (源泉徴収票)" is not acceptable.</li> <li>• <b>A copy of the counterfoil of final tax return with the seal of reception of the tax office.</b> (e-tax : submit receipt notification and final tax return)</li> <li>• <b>A certificate of deposit balance</b></li> </ul> <input type="checkbox"/> ⑯ (For Japanese guarantor/inviter) <b>Original certificate of residence (Jyuminhyo (住民票))</b> <ul style="list-style-type: none"> <li>• Description of his/ her family relationship with all family members is required. (Individual Number ("My Number") is NOT required.)</li> </ul> <input type="checkbox"/> ⑰ (For NON Japanese guarantor/inviter) ① <b>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)</b>
	<b>Additional required documents for multiple-entry visa request (Employed individuals with "Sufficient Financial Capacity ONLY")</b>
<input type="checkbox"/> ⑱ <b>Salary bank statement of applicant (last 6 months)</b> <input type="checkbox"/> ⑲ <b>Documents to explain the reason of application for multiple-entry visa</b> <ul style="list-style-type: none"> <li>• Letter which states the future travel plan and purpose to visit Japan. Form is free style.</li> </ul>	

\* 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.

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

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

Purpose of visit	<p><b>Sightseeing</b></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>※ <b>Staying within 30days ONLY</b>. If you want to stay more than <u>30days</u>, you are required a guarantor in Japan.</p>
Documents to be submitted	<p>Provided by visa applicant</p> <p><input type="checkbox"/> ① <b>Original valid passport (more than 2 blank pages) and the passport with valid UAE residence visa</b> if applies</p> <p><input type="checkbox"/> ② <b>Copy of valid passport</b></p> <p><input type="checkbox"/> ③ <b>Copy of valid UAE residence visa</b></p> <p><input type="checkbox"/> ④ <b>1 set of visa application form</b>  <a href="#">(ENG(with QR code))</a>      <a href="#">(ENG( for handwriting))</a>      <a href="#">(Sample)</a></p> <p><input type="checkbox"/> ⑤ <b>1 photo</b></p> <ul style="list-style-type: none"> <li>• Recent photo taken within 6 months with white background is required.</li> <li>• Glue your photo on your application form (DO NOT USE STAPLER)</li> </ul> <p><input type="checkbox"/> ⑥ <b>Information of flight booking</b></p> <ul style="list-style-type: none"> <li>• E-ticket, Flight information slip / voucher from travel agency, etc</li> </ul> <p><input type="checkbox"/> ⑦ <b>Copy of Hotel booking</b></p> <ul style="list-style-type: none"> <li>• Applicant name to be appeared as guest name in the booking.</li> </ul> <p><input type="checkbox"/> ⑧ <b>Original certificate of employment of applicant</b></p> <ul style="list-style-type: none"> <li>• ORIGINAL company seal and signature by person in charge are required (including signer's name and position).</li> <li>• The position, purpose of visit, and financial responsibility of travel expenses have to be stated.</li> <li>• It must be address to Consul- General of Japan in Dubai, Form is free style.</li> <li>• Electronically generated certificate must have ORIGINAL either company seal OR signature by person in charge.          ※Please note that the certificate must contain the wording "Electronically generated"</li> <li>• For Partner or Owner, the company letter is required.</li> <li>• For those owners sponsored by the Free Zone, Salary certificate or incumbency issued from Free Zone is required.</li> </ul> <p><input type="checkbox"/> ⑨ <b>Salary bank statement of applicant (last 3 months, Online statement is acceptable) *</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Account name, daily transaction, and Balance need to be present.</li> </ul> <p><input type="checkbox"/> ⑩ <b>Itinerary in Japan form</b>      <a href="#">(Form)</a>      <a href="#">(Sample)</a></p> <ul style="list-style-type: none"> <li>• Information on planned schedule of flight with entry/departure date to/from Japan.</li> <li>• Daily activities, including information of accommodation and contact.</li> </ul> <p style="color: red;"><b>Additional required documents for multiple-entry visa request (Employed individuals with "Sufficient Financial Capacity ONLY")</b></p> <p><input type="checkbox"/> ⑪ <b>Salary bank statement of applicant (last 6 months)</b></p> <p><input type="checkbox"/> ⑫ <b>Documents to explain the reason of application for multiple-entry visa</b></p> <ul style="list-style-type: none"> <li>• Letter which states the future travel plan and purpose to visit Japan</li> </ul>

**【 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.

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