

List of Documents for “Temporary Visitor Visa” Application

<Business affairs/Participation in conference/Academic exchange etc.>

*** Please DO NOT staple the documents together ***

A. Provided by Visa applicant

- ☐ ① **Valid Passport**
 - at least one blank visa page
 - * We will keep passports while processing visa applications
- ☐ ② **One visa application form** (Two application forms for the nationals of Russia, Azerbaijan, Armenia, Ukraine, Uzbekistan, Kyrgyzstan, Georgia, Tajikistan, Turkmenistan, Belarus, Moldova and Kazakhstan)
 - completed and signed
 - ‘Certificate of Eligibility No.’ field does not need to be filled in
- ☐ ③ **One passport-type photo** (Two photos for the nationals of Russia, Azerbaijan, Armenia, Ukraine, Uzbekistan, Kyrgyzstan, Georgia, Tajikistan, Turkmenistan, Belarus, Moldova and Kazakhstan)
 - photo(approx.45mm×35mm) taken with a plain background within the previous 6 months attached to the visa application form
- ☐ ④ **Valid Residence Permit in the Netherlands (VERBLIJFSTITEL)**
 - Or a letter from the Dutch IND showing that the extension or application of your Residence Card is approved.
- ☐ ⑤ **Flight booking confirmation (round-trip)**
 - issued by travel agency or airline company (We advise you NOT to purchase your airline ticket until the visa is approved.)
- ☐ ⑥ **Dispatch letter**
 - from your company stating the purpose, the date and duration of the trip
- ☐ ⑦ **Certificate of employment**
- ☐ ⑧ **Hotel reservation**
 - for all the nights of your stay in Japan mentioning your name
 - <If you are staying at home of someone in Japan>
 - Certificate of residence(“Jumin-Hyo”) of the person (If the person is a Japanese national) OR Copy of Residence Card(“Zairyu-card”) with his/her of the person (If the person is not a Japanese national)
- ☐ ⑨ **Letter of proxy**
 - if other person applies for a visa instead of you

B. Prepared by inviting person/guarantor in Japan

- ☐ ⑩ **Invitation letter(Japanese, English)**
 - by the inviting party in Japan
- ☐ ⑪ **Travel itinerary(Japanese, English)**

C. Prepared by company in the Netherlands are paying for travel expenses

- ☐ ⑫ **Letter from your company stating that they cover the travel expenses**

D. Prepared by company in Japan are paying for travel expenses

- ☐ ⑬ **Letter of guarantee**([Japanese](#), [English](#))
- ☐ ⑭ **Public corporation registration certificate** or **Overview of the company** ([Form](#))
 - if the guarantor company in Japan
- ☐ ⑮ **A certificate of employment**
 - if the guarantor is individual

* If necessary, we might ask for additional documents apart from the documents mentioned above.