

## **TEMPORARY VISIT FOR BUSINESS/CONFERENCE PURPOSES (SINGLE ENTRY)**

【Definition】 A foreign citizen traveling to Japan for business affairs, commerce, conference, etc. for business purposes. It is not permitted to perform activities to undertake revenue generating business operation or activities to receive remuneration.

【Term of Stay】 Stay of up to 90 days

【Validity of Visa】 Single entry: 3 months from date of issue

\*Please do NOT staple/clip/tape/use tabs or sticky notes on documents.

### **REQUIREMENTS:**

#### ☐ **ORIGINAL VALID PASSPORT:**

Properly signed by bearer, must have at least one blank VISA page (we cannot put the visa sticker on the Amendment or Endorsement pages etc.).

#### ☐ **COMPLETED VISA APPLICATION FORM:** ([Visa application form](#))

The applicant must complete the visa application form in black pen or typed. Signature must be original. On the application form, if there is a field not applicable, please write "N/A" or "None".

#### ☐ **ONE PASSPORT SIZE PHOTOGRAPH:**

2 in x 2 in or 2 in x 1.4 in photo, paste your photo on the application form.

#### ☐ **FOR NON-US CITIZENS, PROOF OF YOUR U.S. IMMIGRATION STATUS (COPIES ONLY):**

☐ Valid U.S. Permanent Resident Card (Green card) AND any proof of extension if expired (ex: I-797, Advance Parole or stamp in passport, etc.)

☐ Valid F1 Visa **AND** ☐ I-20 with valid travel endorsement signature. The signature is only valid for one year.

☐ Valid J1 Visa **AND** ☐ DS-2019 form with valid travel endorsement signature

☐ Other U.S. Visa holder (if you do not have the actual visa, the US Embassy Appointment confirmation)

#### ☐ **FLIGHT ITINERARY INFORMATION:**

Date along with ALL flight information below (and any other flights in between):

① Starting with the US ② Flight to Japan ③ Japan onward

Please obtain the flight information for each flight from the Internet or a travel agency, etc., and submit it after printing it out.

☐ **IF YOU ARE TRAVELING TO ANOTHER COUNTRY AFTER JAPAN:** If you are traveling to another country after Japan (besides the US or your home country) and a visa is required, you must get that visa first and provide a copy. If a visa is not necessary, please provide a statement stating that.

#### ☐ **LETTER FROM U.S. COMPANY:**

Use company letter head with appropriate signature by manager or higher. The letter must describe the followings: (1) Company name, (2) Company address and phone number, (3) Applicant's name, Title, and Position, (4) Length of employment, (5) Detailed Purpose of visit, (6) Length of stay in Japan, (7) Schedule of stay, (8) Guaranteeing financial responsibility for expenses incurred during the trip.

**☐ LETTER OF INVITATION FROM THE COMPANY IN JAPAN:**

Use company letter head with signature by manager or higher. The letter must describe the followings: (1) Reason of invitation (2) Company name, (3) Company address and phone number in Japan (4) Applicant's name (5) Length of stay, (6) Schedule of stay,

**☐ PROOF OF CURRENT ADDRESS (COPIES ONLY):**

Provide one of the following matching your current address: Driver License/ID, Utility Bill, Lease Agreement, etc.

**☐ VISA FEE:**

Please refer to the [Visa fee page](#). We only accept CASH (exact amount) or Money Order. We do not accept credit cards or personal checks. Additional documents may be requested when necessary.

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