

## WORK/LONG TERM STAY (COE HOLDERS)

【Definition】 A foreign citizen planning to engage in paid work in Japan, study as a student or long-term residency.

【Term of Stay】 As stated in the COE

【Validity of Visa】 In general, a visa is only valid for one entry. A visa is valid for 3 months from the date of issue. Therefore, entry into Japan should occur within this time frame. A Multiple entry visa is valid up to 5 years. Multiple entry visas can be issued to citizens of countries that Japan has bilateral agreements with.

\*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 ONLY, 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. Please provide ALL pages of the I-20. 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)

#### ☐ CERTIFICATE OF ELIGIBILITY (COE):

Digital COE print

Paper COE's copy is accepted.

#### ☐ 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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