

## **Temporary visitor visa for attending Conference by Private Religious group and Non-Government/Non-profit Organization**

### **A. PURPOSE**

Purpose of going to Japan is attending seminar, international conferences or meetings organized by the above organizations, etc. (except for the commercial conferences)

### **B. REQUIREMENTS**

All documents must be original unless otherwise stated.

#### **1. Philippine Passport**

- Broken passport is not accepted. Passports must be signed and must have at least two (2) blank visa pages.

#### **2. Visa Application Form**

- Available at the Embassy website, at the entrance of the Embassy or at any of the accredited travel agencies.
- Application form should be filled out all items correctly, If item is not applicable, please fill in [N/A].
- Embassy may not accept application with blank item, no signature or no date in the form, or with erasures; may deny the application that is filled out incorrectly or wrong information.

#### **3. Photo**

- Specs: 4.5cm x 4.5cm, with white background.
- Photo must be taken within 6 months.
- Please write applicant's name and birthdate on back side of the photo.
- Photo must be pasted on the application form.

#### **4. Daily Schedule in Japan (TAIZAI YOTEIHYO)**

#### **5. Employment Certificate/ Certificate of Membership**

- For self-employed applicants please submit a certificate of business registration
- It must be with signature and contact number of the employer

#### **6. Travel Order/ Dispatch Letter**

#### **7. Invitation Letter**

#### **8. Business Registration /TOKIBOTOHON (must be issued within 3 months original), Copy of the latest Quarterly Report (SHIKIHO), Company Brochure, Pamphlet or any outline of the company/organization.**

Note 1. If invited by Japanese counterpart, submit requirements 7 and 8

Note 2. If invited by an individual, submit employment certificate of inviter instead of 8 above.

#### **9. Proof of activities in Japan (Seminar, International Conference Pamphlets etc.)**

[If counterpart in Japan will shoulder any/part of applicant's travel expenses]

## **10. Guarantee Letter**

[If Applicant is not Philippines nationality]

**11. Foreign residents with long-term or permanent status in the Philippines applying for a visa must submit, in addition to the above requirements (except birth and marriage certificates), a copy of their Alien Certificate of Registration (ACR) issued by the Philippine government.**

- *Visa application of foreigners who are on short-term (temporary) visa in the Philippines cannot be accepted. Please apply at the Japanese Embassy /Consulate General with jurisdiction over the area in which the applicant resides or over the country of which the applicant's passport was issued.*

### **[NOTICE]**

1. Size of document for application should be **A4 size only**. If document is other size, please submit copy that is already adjusted in A4 size from its original and without staples or pasting pages.
2. It is applicant's responsibility to ensure that he/she meet the requirements for the grant of a visa. Submission of any supporting documents not listed above is encouraged (e.g. applicant's economic or social ties with the Philippines, urgent reasons for visit: medical certificate, wedding invitation).
3. Submission of requirements does not guarantee issuance of visa.
4. If document submitted for application is verified by Embassy or Consular Office as fake or tampered, visa is not issued.
5. Documents submitted for application will not be returned.
6. Applicants are given three (3) months to submit additional requirements. Otherwise application will be terminated.
7. Reason for the denial of visa will not be disclosed even if an inquiry is made. At the same time, if a visa application is denied, applicant may only re-apply for the same purpose after (6) months.