

## **VISITING RELATIVES/FRIENDS invited by US MILITARY PERSONNEL (SOFA STATUS)**

### **A. PURPOSE**

Visiting US military personnel or spouse stationed at the US military base in Japan

### **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. Birth Certificate**

- IT must be issued within one year from PSA Main Office/Serbilis Outlet Center (Nationwide).
- If the birth certificate from Philippine Statistics Office (PSA) is **unreadable, or has incomplete Information**
  - Please submit the birth certificate issued by PSA together with a birth certificate issued by the Local Civil Registrar.
- If the birth certificate is "**late registration**"
  - Please submit in addition, a baptismal certificate and school record (Form 137) from high school or elementary and School Yearbook (if possible).
- If there is no record in PSA
  - Please submit a "**Certificate of Non-Record**" from PSA together with a birth certificate from the Local Civil Registrar.

#### **5. Marriage Certificate (if the applicant is married)**

- IT must be issued within one year from PSA Main Office/Serbilis Outlet Center (Nationwide).
- In case there is no record in PSA
  - Please submit a "**Certificate of Non-Record**" from PSA together with the Marriage Certificate from the Local Civil Registrar.

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

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*Mezzanine Floor, Dusit Thani Manila Hotel, Ayala Center, Makati City. Tel. no. 8593811/8593814/8593818*

*Acceptance of Visa Application: 9AM to 4PM Mondays to Fridays and 9AM to 11AM Saturdays*

*Website : [www.universalholidays.com](http://www.universalholidays.com) / Email: [japanvisa@universalholidays.com](mailto:japanvisa@universalholidays.com)*

## 7. Proof of Relationship

- Pictures, passport copies etc. for visiting friends/acquaintances
- Birth Certificates and Marriage Certificates to connect relationship for visiting relatives.

## 8. Statement of Service

- If possible, please submit statement of service with name and email address of attestant

## 9. Passport Copy of US Military Personnel in Japan (Information page and pages with stamps regarding Japan travel)

## 10. Invitation Letter

*[If applicant will shoulder part or all of his/her travel expenses]*

### 11. Bank Certificate

- Validity of Bank Certificate is three (3) month from the date of issue

### 12. Applicant's Income Tax Return (Form 2316) clear Photocopy (latest)

*[If US Military Personnel in Japan will shoulder part or all of the applicant's travel expenses]*

### 13. Guarantee Letter

### 14. Tax Certificates (Income Tax Payment: Form 1040 and W-2)

## [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.