

JAPAN VISA REQUIREMENTS

for **BUSINESS, CONFERENCE, OR CULTURAL EXCHANGE, etc.**

A. Purpose

1. Visit Japan for business meeting, advertising, after-sales service, market research, training, etc. (If a practical training is planned, "Certificate of Eligibility" is required regardless of the length of stay.)
2. Attend international conference, seminar, or cultural exchange program, etc.

B. Requirements

Applicant's Requirements:

1. Passport (Holder's signature required)
2. Accomplished and signed Application Form
3. A facial Photo (4.5 x 3.5 cm)
4. Employment Certificate/Certificate of Membership (if applicant is **self employed**, submit a Certificate of Business Registration.)
5. Signed Authorization Letter (MPQ Travel & Tours will provide)
6. Travel Order/Dispatch Letter

In case that applicant will shoulder part/all of travel expense,

6. Bank Certificate with 6 months ADB
7. Photocopy of Income Tax Return (BIR Form)

Inviter's Requirements (From Japan)

1. Invitation Letter
2. Itinerary in Japan
3. Tokibo-Tohon, Company Brochure, Pamphlet or Details of Company/Organization
 - o If inviter is a listed company on a stock exchange, a photocopy of the latest Quarterly Report (Shiki-Ho) can be alternative.
 - o If inviter is a person (not a company or organization), submit his/her Employment Certificate or Business License.
4. Proof of Activities in Japan
 - o Business trip – photocopy of contract, material or transaction or meeting, etc.
 - o Attend conference/seminar – pamphlet or material of conference/seminar.
 - o Training – Acceptance Letter of Trainee and Training Schedule (Training Schedule must include the notes of the necessity of training in Japan, content, method, place, period, daily schedule, person in-charge, and language to be used.)

In case that guarantor will shoulder part/all of travel expense,

1. Guarantee Letter

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