

JAPAN VISA REQUIREMENTS:

SUMMARY REQUIREMENTS (FIRST TIME APPLICANT:) FOR TOURIST VISA

All documents must be original unless otherwise stated

1. **Original Philippine Passport** - 6 months valid prior to departure date.

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

2. **Duly accomplished and signed JAPAN APPLICATION FORM** (A4 Size)

- 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; may deny the application that is filled out incorrectly or wrong information.
- Erasure and correction tape is not allowed.

3. **Two (2) pcs Colored Picture:** Specs: 45mm x 45mm or 2in x 1.4in, with white background.

- Photo must be taken within 6 months. (no eyeglass, headbands, caps, etc.)
- Please write applicant's name and birth date on back side of the photo.
- Photo must be pasted on the application form.

4. **PSA Authenticated Birth Certificate** (issued within 1 year).

- 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.

Exempted BC if applicant has old/used Japan Visa and must NOT have a guarantor

5. **PSA Marriage Certificate** (if the applicant is married / issued within 1 year).

- 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 Itinerary / Schedule in Japan** (draft of day to day visit/activity in Japan)

7. **Original Bank Certificate**

- Validity of Bank Certificate is three (3) month from the date of issue with account type, current balance, account opening date, Average Daily Balance (ADB)

8. **Applicant's Income Tax Return (Form 2316)** clear Photocopy (latest)

[If Guarantor who lives in the Philippines will shoulder part or all of the applicant's travel expenses]

9. **Guarantee Letter**

10. Proof of relationship between applicant and guarantor (e.g. Birth Certificates, Marriage Certificate, etc.)

- Bank Certificate (original) and Income Tax Return (ITR Form 2316) (clear Photocopy) of Guarantor.

[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.

FOR EMPLOYEE:

- **Original Employment Certificate** - must include applicant's position, date hired, compensation, office address, HR landline number & email address.
- **Approved Leave of Absence**
- **Bank Certificate** - with account type, current balance, account opening date, Average Daily Balance (ADB).

FOR SELF-EMPLOYED:

- Copy of Business Permit from SEC or DTI
- Copy of Business Permit of Mayor's Permit

FOR STUDENT /MINOR/ CHILD:

- Original Affidavit of Support of Parents/Guardian - notarized (If Traveling relatives or Friends) (If Traveling with Parents no need)
- Photocopy of School I.D.

FOR RETIREE / SENIOR CITIZEN:

- Photocopy of Senior Citizen Card or Retirement Documents
- Original Copy of Marriage Contract (if traveling with spouse)
- Affidavit of Support if Senior is dependent

Multiple-entry Visa for Tourist (Philippine Nationals)

Explanation letter for requesting multiple entry visa (by applicant).

- Please fill in embassy prescribed form **"Reason For Requesting Multiple Entry Visa"**, check items that apply and fill in reason for request.

FOR PROC / ROC PASSPORT:

Above Requirements must submit all the documents.

- I-Card (xerox only)

FOR ROC WITH TAIWAN I.D.:

Above Requirements must submit all the documents.

- No need to apply Visa.

VISA PROCESSING FEE:

PHILIPPINE PASSPORT:

Visa – If joining our package tour	PHP 800.00
Visa + hotel or plane ticket	PHP 1000.00
Visa only (no other services)	PHP 1200.00

PROC / ROC PASSPORT:
& Other Nationalities except India Passport

<i>TYPE</i>	SINGLE	MULTIPLE
Visa - If joining our package tour	PHP 2,150.00	PHP 3,500.00
Visa + hotel or plane ticket	PHP 2,350.00	PHP3,700.00
Visa only (no other services)	PHP 2,550.00	PHP3,900.00

VISA PROCESSING TIME:

7-10 working days for first time travelers

5-7 working days for frequent travellers who visited OECD Countries within 5 years.

****NO PERSONAL APPEARANCE REQUIRED.**

Kindly verify with our Travel Sales Consultant if your passport has been released before visiting our office to claim your passport.

IMPORTANT REMINDERS:

- Please submit complete documents to avoid delays in processing.
- Please do not leave any blank in the application form. Kindly put "**N.A.**" if it's not applicable.
- Make sure that the back page of the passport is completely filled-up (address, tel numbers and name of person to be contacted in case of emergency).

Requirements are subject to change without prior notice.



ISSUED: DECEMBER 2022

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