JAPAN VISA REQUIREMENTS:

SUMMARY REQUIREMENTS: FOR TOURIST VISA WITHOUT JAPAN BASED GUARANTOR ONLY.

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.
- For Child age 13 years old and up, the passport has be signed by one parent consistent with his/her application form and multiple entry request

2. **Duly accomplished and signed JAPAN APPLICATION FORM** (A4 Size. Typewritten or Computerized only)

- 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.
- Handwritten forms are NOT acceptable anymore.

3. **Two (2)pcs Colored Picture**: Specs: 45mm x 35mm or 2in x 1.4in, with white background.

- Photo must be taken within 6 months. **(no showing of teeth, earrings, eyeglass, headbands, caps, etc.)**
- Please write applicant's name and birth date on back side of the photo.
- Photo will 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 from submitting if applicant has old/used Japan Visa and must NOT have a guarantor

5. **PSA Marriage Certificate** (For married applicants / must be 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 / download form below)

7. **Original Bank Certificate** (preferably latest issued from the date of your application)

- Validity of Bank Certificate with account type, current balance, account opening date, Average Daily Balance (ADB) in the last six months must be shown. If six months ADB is not available, Bank statement must be submitted to showing transactions within the last six months.

8. **Applicant's Income Tax Return (Form 2316)** clear Photocopy **(latest and must have signatures of Employer and Employee)**

For Self Employed or Businessmen, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form.

[If Applicant is not Philippines Nationality]

9. 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) / i-card 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** (recommended only)
- **Bank Certificate -** with account type, current balance, account opening date, Average Daily Balance (ADB) within the last 6 months must be shown.

FOR SELF-EMPLOYED:

- SEC registration document and Latest GIS document
- Department of Trade and Industry (DTI) "Certificate of Business Name Registration"
- Mayor's Permit from the City Hall must be submitted.
- proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form

FOR STUDENT /MINOR/ CHILD:

- Parent/s or Guarantor must fill up letter of Guarantee Form and submitted all supporting documents. (only 1 original set required if applying together.
- Copy of School ID or Certificate of Enrollment in School must be submitted

FOR RETIREE / SENIOR CITIZEN:

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

NOTE: If for any reason other than being a retiree, full-time housewife or unemployed, applicant is unable to ITR and Employment/Business Documents, a letter of explanation about the reason must be submitted.

If Guarantor in the Philippines will shoulder part/all of travel expense

- Fill up letter of Guarantee Form
- submit proof of relationship between applicant and guarantor(e.g. Birth Certificates or Photos)
- submit Bank Certificate [refer above to the required details]
- submit Photocopy of Tax Payment Certificate [refer above Form 2316 for Employee or Tax payment for Self-Employed]
- submit Employment Certificate [For Employee] // Business Documents [For Self-Employed]

Multiple-entry Visa for Tourist (Philippine Nationals and other nationality)

Download and fill up Request for Multiple Entry Visa Form below (1 per applicant).

- Check criteria that apply and fill in reason for request.

NEW: AUTHORIZATION FORM to submit application at JVAC on behalf of client/s (all applicants)

Download and fill up AUTHORIZATION FORM below (2 original copies per applicant / family).

- Fill up Date, Applicant Name/s and wet signature of applicant or authorized rep of family.

FOR PROC / ROC PASSPORT:

Above applicable requirements must submit all the documents.

- I-Card (photocopy only)

FOR ROC WITH TAIWAN I.D:

No need to apply Visa.

VISA PROCESSING FEE:

PHILIPPINE PASSPORT:

Visa Service Fee	**PHP 3200.00**

PROC / ROC PASSPORT:

& Other Nationalities except India Passport

TYPE	SINGLE	MULTIPLE
Visa and Service Fee	PHP 8,500.00	PHP 14,350.00

VISA PROCESSING TIME: (Applications to be submitted at JVAC - VFS Global)

The time required for the visa application process until issuance, assuming there are no issues with the required documents, visa application, etc., typically takes a **minimum of 6 business days** from the day the application is submitted at Japan Visa Application Centre. **We will NOT guarantee submission date from our branches to JVAC.**

However, if the number of applications is very high or if further checks are necessary, the process may take longer. Additionally, if there are doubts regarding the visa application, documents, etc., or if a thorough inspection by the Ministry of Foreign Affairs (Tokyo) is required, the visa issuance may take more than 1 month.

FAQs FOR VISA APPLICATION FORM FIELDS:

- ID no. issued by your Government - you may just put "N/A"

- Certificate of Eligibility no. - please indicate "N/A"

- 2nd page fields under Inviter and Guarantor in Japan, please just put "N/A".

Confirmed air ticket and hotel booking are not required in applying for a visa. However, you need to input at least a tentative travel date, flight details and hotel information in your application form and daily itinerary document as part of the requirement. This is just formality but you can use the visa anytime during its validity period.

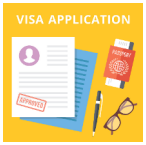
****NO PERSONAL APPEARANCE REQUIRED AT JVAC.**

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: JUNE 25, 2026