

***A List of Basic Documents to Be Submitted for An Application for Visa for “Temporary Visit” for Russian and NIS Nationals***

**Required documents must be ORIGINAL unless specifically indicated.**

Purpose of visit	【Provided by visa applicant】	【Provided from Japan】
<p><b>➤ Visiting relatives / acquaintances (friends)</b></p> <p>• visiting blood relatives/relatives by affinity within the third degree • visiting acquaintances</p>	<p>①Passport (more than 2 blank visa pages) ②Passport copy (including UAE residence visa page) ③2 sets of visa application form ④Photo (2 recent photo taken within 6 months with white background) ⑤Copy of Confirmation of flight booking ⑥One of the following documents to prove kinship / acquaintances relationship • (visiting relatives) Birth certificate / Marriage certificate • (visiting acquaintances) Letters / emails / Photos ⑦Documents to prove ability to pay for travel expenses • Certificate of Employment (The position, monthly salary and leave period of applicant have to be stated.) • Copy of bank statement (last 3 months) ⑧Copy of confirmation of accommodation while staying in Japan</p>	<p>①Letter of reason for invitation ②Documents to prove kinship • Certified copy of the family register ③Schedule of stay (Daily activities including arrival and departure dates in Japan) ④When either the inviter or guarantor is a foreign national, a photocopy of the both sides of the valid Residence card (the Alien Registration), a certificate of residence without omission of matters listed except for Resident Record Code, and a copy of his/her passport (including the pages for status items, the record of entry/departure, and permission of residence). ⑤Letter of guarantee ⑥Any one of the following documents concerning the guarantor(Note) Please submit the document includes gross income. • Certificate of income • Certificate of deposit balance • A copy of the counterfoil of final tax return with the seal of reception of the TaxOffice. (e-Tax: please submit "receipt notification" and "Final Tax return") • Certificate of tax payment (Form 2) ⑦A certificate of residence (with description of relationship among all family members)</p>
<p><b>➤ Tourism with Travel Agency Guarantee</b></p>	<p>①Passport (more than 2 blank visa pages) ②Passport copy (including UAE residence visa page) ③2 sets of visa application form ④Photo (2 recent photo taken within 6 months with white background) ⑤Documents to prove ability to pay for travel expenses • Certificate of Employment (The position, monthly salary and leave period of applicant have to be stated.) • Copy of Bank Statement (last 3 months)</p>	<p>①Letter of reason for invitation ② Letter of guarantee ③Documents on travel agency providing guarantee (any one of the following documents) • Certified copy of corporate register • Copy of the latest "Kaisha Shikiho" (quarter company journal / Japan Company Handbook) • "Overview of Company / Organization" • Company / organization brochure ④ Copy of confirmation of accommodation while staying in Japan ⑤Copy of confirmation of flight booking ⑥Schedule of stay (Daily activities including arrival and departure dates in Japan)</p>
<p><b>➤ Short-term business affairs etc.</b></p> <p>• participation in meetings • business affairs (business liaison, business talks, contract signing, after-sales services, advertising, market reserch). Except for used car and electronics business regard</p>	<p>①Passport (more than 2 blank visa pages) ②Passport copy (including UAE residence visa page) ③2 sets of visa application form ④Photo (2 recent photo taken within 6 months with white background) ⑤Copy of Confirmation of flight booking ⑥Certificate of employment (Applicant's position, purpose of visit and status of travel expenses have to be stated. Form is free of style) ⑦Copy of Trade License of applicant's company (3 months validity of trade license is required at the time of application.) ⑧Copy of bank statement of applicant's company (last 3 months) ⑨Copy of confirmation of accommodation while staying in Japan</p>	<p>①Letter of reason for invitation ②Schedule of stay (Daily schedule including arrival and departure dates in Japan) ③Letter of guarantee ④A certified copy of the incorporation register or an overview of company/organization (Note) • A stock exchange-listed company does not need to submit a copy of the incorporation register or an overview of the company/organization if it submits its quarterly corporate report. • When an individual is extending an invitation, submit the “Certificate of Employment” in lieu of a copy of the incorporation register or an overview of the company / organization.</p>

**(Note)**

- ①The required documents shall be valid at the time of visa application, and shall be submitted within three months of the date of issue.
- ②The applicant may be requested to submit additional documents that are deemed necessary for the examination.