

***A List of Basic Documents to Be Submitted for An Application for Visa for “Temporary Visit”  
for non-UAE, non-Chinese Nationals***

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

Purpose of visit	【Provided by visa applicant】	【Provided from Japan】
<p>➤ <b>Tourism</b></p>	<p>① Passport (more than 2 blank visa pages)            ② Copy of Passport (including UAE residence visa page)            ③ Visa application form            ④ Photo (1 recent clear photo taken within 6 months with white background)            ⑤ Copy of Confirmation of flight booking            ⑥ Copy of confirmation of accomodation while staying in Japan            ⑦ Schedule of stay or Travel itinerary            • Travel itinerary, Hotel booking, Flyers, Leaflets etc            ⑦ Documents 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)            ⑧ Proof of current address            (Etisalat or Du Landline bills, Water end Electricity bills,etc...)</p>	
<p>➤ <b>Visiting acquaintances (friends)</b></p> <p>➤ <b>Visiting relatives visiting blood relatives / relatives by affinity within the third degree</b></p>	<p>① Passport (more than 2 blank visa pages)            ② Copy of Passport (including UAE residence visa page)            ③ Visa application form            ④ Photo (1 recent clear photo taken within 6 months with white background)            ⑤ Copy of Confirmation of flight booking            ⑥ Documents 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 own bank statement (last 3 months)            ⑦ (Visiting acquaintances (friends) )            • Documents to prove friendship(Photo/letters/E-mail etc.)            ⑧ (Visiting relatives visiting blood relatives/relatives by affinity within the third degree)            • Documents to prove kinship(Birth certificate, Marriage certificate)            ⑨ Proof of current address            (Etisalat or Du Landline bills, Water end Electricity bills,etc...)</p>	<p>① Letter of reason for invitation            ② Schedule of stay (Daily activities including arrival and departure dates in Japan)            ③ When 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 (inculeding the pages for status items, the record of entry/ departure, and permission of residence).            * When the guarantor is to shoulder the travel expenses, submit the following documents ④-⑥.            ④ Letter of guarantee            ⑤ Any one of the following documents concerning the guarantor (note) Please submit the document includes gross income            • Employment letter            • 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 retuen")            • Certificate of tax payment (Form2)            ⑥ A certificate of residence ( with description of relationship among all family members)</p>
<p>➤ <b>Short-term business affairs etc.</b></p> <p>*participation in meetings</p> <p>*business affairs (business liaison, business talks, contract singing, aftersales services, advertising, market research).</p>	<p>① Passport (more than 2 blank visa pages)            ② Copy of Passport (including UAE residence visa page)            ③ Visa application form            ④ Photo (1 recent clear photo taken within 6 months with white background)            ⑤ Copy of Confirmation of flight booking            ⑥ Certificate of Employment (Applicant's position, monthly salary and leaveperiod of applicant have to be stated. Form is free of style)            ⑦ Copy of Trade License of applicant's company (3 months validity of trade license is required at the time of application)            ⑧ Copy of bank statement of applicant's company (last 3 months)            ⑨ Copy of Confirmation of accommodation while staying in Japan            ⑩ Proof of current address            (Etisalat or Du Landline bills, Water end Electricity bills,etc...)</p>	<p>① Letter of reason for invitation            ② Schedule of stay (Daily activities including arrival and departure dates in Japan)            * When the guarantor is to shoulder the above-mentioned travel expenses, submit the following documents ③-④.            ③ Letter of guarantee            ④ A 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.

③No prior appointment is required.

④In principle, parsonal appearance is required at the time of application.