

## TEMPORARY VISIT FOR BUSINESS/CONFERENCE PURPOSES (SINGLE ENTRY)

**【Definition】** A foreign citizen traveling to Japan for business affairs, commerce, conference, etc for business purposes. It is not permitted to perform activities to undertake revenue generating business operation or activities to receive remuneration.

**【Term of Stay】** Stay of up to 90 days

**【Validity of Visa】** Single entry: 3 months from date of issue

\*Please **do NOT** staple/clip/tape/use tabs or sticky notes on documents.

### REQUIREMENTS:

☐ **ORIGINAL VALID PASSPORT:**

Properly signed by bearer, must have at least one blank VISA page (we cannot put the visa sticker on the Amendment or Endorsement pages, etc.).

☐ **COMPLETED VISA APPLICATION FORM:** ([Visa application form](#))

The applicant must complete the visa application form in black pen or typed. Signature must be original. On the application form, if there is a field not applicable, please write "N/A" or "None".

☐ **ONE PASSPORT SIZE PHOTOGRAPH:**

2 in x 1.4 in. photo on glossy photo paper (must be taken within the last six months with plain background). 2 in x 2 in. US passport size photo is also acceptable. Paste your photo on the application form with a glue stick. Do not use glue dots.

☐ **PROOF OF YOUR U.S. IMMIGRATION STATUS (COPIES ONLY) VALID UNTIL RETURN DATE TO U.S.:**

- ☐ Valid U.S. Permanent Resident Card (Green card) **AND** any proof of extension if expired (ex: I-797, Advance Parole or stamp in passport, etc.)
- ☐ Valid F1 Visa **AND** ☐ I-20 with valid travel endorsement signature. Please provide ALL pages of the I-20. The signature is only valid for one year.
- ☐ Valid J1 Visa **AND** ☐ DS-2019 form with valid travel endorsement signature
- ☐ Other U.S. Visa holder (if you do not have the actual visa or is already expired, the US Embassy Appointment confirmation)

☐ **FLIGHT ITINERARY/RESERVATION:**

Must have the visa applicant's name and date along with ALL flight information below (and any other flights in between):

- ① **Starting with the US**
- ② **Flight to Japan**
- ③ **Japan onward**

\* You do not need to purchase your airline ticket until the visa is approved, however you need to make a reservation. You may want to consider adding trip protection or insurance should you need to cancel. In order to make a reservation without purchase, please consult with the airline or travel agency.  
Note: We are not responsible for tickets, which are unusable due to delay or denial of visa.

☐ **IF YOU ARE NOT DIRECTLY GOING BACK TO THE U.S. OR YOUR HOME COUNTRY AFTER JAPAN (INCLUDING ANY LAYOVERS):**

If you are traveling to another country after Japan (besides the US or your home country) and a visa is required, you must get that visa first and provide a copy. If a visa is not necessary, please provide a statement stating that.

☐ **LETTER FROM U.S. COMPANY:**

Use company letter head with appropriate signature by manager or higher. The letter must describe the following in Japanese or English: (1) Company name, (2) Company address and phone number, (3) Applicant's name, Title and Position, (4) Length of employment, (5) Detailed Purpose of visit, (6) Length of stay in Japan, (7) Guaranteeing financial responsibility for expenses incurred during the trip.

☐ **LETTER OF INVITATION FROM THE COMPANY IN JAPAN:**

State the purpose of entry in detail to explain activities planned in Japan. (Describe specific activities, instead of vague references such as "visiting company" or "meeting.")

☐ **DAILY SCHEDULE AND** ☐ **HOTEL CONFIRMATION(S):** ([template](#))

Describe your DETAILED daily activity plan in Japan. Please be specific. Please include the hotel confirmation(s) (if not booked, on the Schedule of Stay, clearly state the name, address, and phone number for every night with intended accommodation).

\* Your flight, schedule and hotel dates must match.

☐ **PROOF OF CURRENT ADDRESS (COPIES ONLY):**

Provide one of the following matching your current address: CA/AZ State Driver License/ID, Utility Bill, Proof of Car Insurance, Vehicle Registration, Proof of Health Insurance, Renter's insurance, Grant Deed, Lease Agreement, etc.

\* Do NOT submit a bank statement as proof of current address.

☐ **VISA FEE:**

Please refer to the [Visa fee page](#). We only accept CASH (exact amount) or Money Order. We do not accept credit cards or personal checks.

☐ **PRE-PAID SELF-ADDRESSED RETURN ENVELOPE (USPS Only):**

We recommend USPS Priority or Express with tracking. We are not responsible for keeping a record of your tracking number.

☐ **COMPLETED [RELEASE OF LIABILITY](#): ([click here](#))**

Each applicant must sign their own form in pen. Please be reminded that we do not accept digital signatures.

**Additional documents may be requested when necessary.**