

# WORK/LONG TERM STAY (COE HOLDERS)

**[Definition]** A foreign citizen planning to engage in paid work in Japan, study as a student or long-term residency.

**[Term of Stay]** Up to 5 years

**[Validity of Visa]** In general, a visa is only valid for one entry. A visa is valid for 3 months from the date of issue. Therefore, entry into Japan should occur within this time frame. A Multiple entry visa is valid for 1 to 5 years. Multiple entry visas can be issued to citizens of countries that Japan has bilateral agreements with.

\*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 for COE holders](#))

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". For children younger than school-age (6 yrs old and younger): A parent can print the child's name and write "signed by mother/father"

### ☐ **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.

### ☐ **(FOR NON-US CITIZENS) PROOF OF YOUR U.S. IMMIGRATION STATUS (COPIES ONLY)**

- ☐ 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)

### ☐ **CERTIFICATE OF ELIGIBILITY (COE) :** \*Copies accepted

Please have your proxy in Japan obtain a COE by submitting an application with the nearest Regional Immigration Bureau of the Ministry of Justice to the proxy's place of work/residence in Japan (an application for Certificate of Eligibility cannot be made at the Ministry of Foreign Affairs).

For detailed information, please click here: [www.mofa.go.jp/j\\_info/visit/visa/long/index.html](http://www.mofa.go.jp/j_info/visit/visa/long/index.html)

### ☐ **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.

## **\*\*DEPENDENTS of U.S. Military Personnel**

Dependents of U.S. Military Personnel stationed in Japan are not required to obtain a visa to apply for landing permission at a port of entry in Japan, in accordance with the agreement between the U.S. and Japan (SOFA). Please bring your dependent entry approval and a copy of the dependent's military ID card.