

## VISITING/MEETING PERSON(S) WHO IS STATIONED IN A U.S. MILITARY BASE

**[Definition]** A foreign citizen traveling to Japan for visiting relatives/acquaintances who is stationed in Japan as a U.S. military member (SOFA), not including business or academic 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

### **REQUIREMENTS:**

**VALID PASSPORT:**

Properly signed by bearer, must have at least one blank VISA page

**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**

2X1.4 inch photograph on glossy photo paper must be taken within the last six months with plain background.

**PROOF OF YOUR U.S. IMMIGRATION STATUS:** \*Copies accepted

- Valid U.S. Permanent Resident Card (Green card)
- Valid F1 Visa  I-20 with valid travel endorsement signature
- Valid J1 Visa  DS-2019 with valid travel endorsement signature
- Other U.S. Visa holder  Copy of your valid U.S. Visa

**FLIGHT ITINERARY/RESERVATION:**

Must have the visa applicant's name and date along with the flight information (starting with the US **AND** including the flight to/from Japan). 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.

\* Please Note: We are not responsible for tickets, which are unusable due to delay or denial of visa.

**INVITATION LETTER AND**  **COPY OF THE PASSPORT OF THE PERSON(S) STATIONED IN JAPAN:**

([Invitation Letter-English](#)) ([Invitation Letter-Japanese](#)) The person who resides in Japan must fill this form out in detail.

**LETTER FROM COMMANDING OFFICER (Statement of Service):**

Must state the U.S. military member is currently serving in Japan

**SCHEDULE OF STAY:**

Describe your DETAILED daily activity plan in Japan

**MOST RECENT BANK STATEMENT:**

Bank statement must be issued by a bank in the U.S. under your name and current address.

**VISA OR CLEARANCE FROM THE COUNTRY YOU INTEND TO ENTER AFTER JAPAN (if applicable):**

If you intend to enter a third country after Japan and a visa is required, you must get that visa first.

**PROOF OF CURRENT ADDRESS:**

Can be either a copy of CA/AZ Driver License or CA/AZ ID. If your DL is not your current address, please bring a copy of a utility bill.

**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**

Please submit a PREPAID return envelope with tracking. Please use USPS (Priority or Express).

**COMPLETED [RELEASE OF LIABILITY](#):**

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.**