

## TEMPORARY VISIT FOR BUSINESS/CONFERENCE PURPOSES (MULTIPLE 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】** Multiple-entry: 1, 3 or 5 years from date of issue

※The result of examination could be a single entry visa. There is no guarantee that the applicant can obtain a multiple entry Visa.

### **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.

**LETTER FROM U.S. COMPANY:**

Use company letter head with appropriate signature by manager or higher. The letter must describe why a multiple entry visa is necessary and including the followings 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.")

**CERTIFIED CORPORATION REGISTRATION (Hojin-Tokibo-Tohon: 法人登記簿謄本)** issued within 3 months or **COPY of "Kaisha-Shiki-Ho (会社四季報)** - the latest edition of a quarterly corporate report for a company listed on the stock exchange or **CERTIFICATE OF EMPLOYMENT (Zaishoku-Shomei-Sho : 在職証明書)** **from A COMPANY/INDIVIDUAL IN JAPAN:**

An inviting organization is a corporate body, an organization, a state or a local government.

**SCHEDULE OF STAY AND**  **HOTEL CONFIRMATION(S):**

Describe your DETAILED daily activity plan in Japan along with 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).

**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.**