

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

REQUIREMENTS:

VALID PASSPORT:

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

PROOF OF YOUR U.S. IMMIGRATION STATUS:

- Valid U.S. Permanent Resident Card (Green card) **AND** copy
- Original Valid F1 Visa Original 1-20 with valid travel endorsement signature **AND** copies
- Original EAD card **AND** copy (if applicable)
- Original Valid J1 Visa Original DS-2019 with valid travel endorsement signature **AND** copies
- Other U.S. Visa holder Original **AND** copy of your valid U.S. Visa

COMPLETED VISA APPLICATION FORM:

([Visa application](#)) ([Visa application fillable 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:

2X2 inch photograph must be taken within the last six months with plain background

PROOF OF CURRENT ADDRESS:

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

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 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.")

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.

VISA FEE:

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

COMPLETED [RELEASE OF LIABILITY](#) AND **PRE-PAID SELF-ADDRESSED RETURN ENVELOPE:**

If you are applying by mail (only those applicants who reside in a remote area) OR in person, and wish to receive your processed Visa by mail, you must submit a PREPAID return envelope. You can use USPS (Priority or Express) or FedEx (no handwritten airbills). Please do not use UPS as we do not have a daily pick-up.