

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

☐ **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 Valid J1 Visa ☐ Original DS-2019 with valid travel endorsement signature AND ☐ copies
- ☐ Other U.S. Visa holder ☐ 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

☐ **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. Please make sure they do not omit their seal or signature.

☐ **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.

☐ **VISA FEE:**

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

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

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.