

Business Meeting/Conference in Japan (Short-term stay)

* Please do NOT staple the documents together

	Required documents		Download Website
A. Provided by visa applicant			
1	Passport	- Original plus one photo copy	
2	Visa application form	- The signature must be in your own handwriting and same as the signature on your passport - Submit the original. - Please download and print the visa application form - Please complete the form by filling ALL THE LINES - If no information is applicable for the question, please put N/A	PDF
3	Photo	- 4.5x3.5cm - Taken within 6 months - Plain background	
4	Flight information	- Provide ALL the destination flight information * We do not require the purchase of tickets, but we do require a confirmed reservation. We are not responsible for tickets which may be unusable due to the delay or denial of a visa	
5	Proof of sufficient funds to defray all the expenses while in Japan	-Travel requisition by employer or -Letter of mission or -Similar documents to above	
6	Certificate of employment		
B. Prepared by inviting person/guarantor in Japan			
7	Letter of Invitation	*Scanned copy is acceptable	JPN/ENG
8	List of Visa Applicants	- When there are multiple applicants	JPN/ENG
9	Schedule of stay	- Download and print the form	JPN/ENG
C. Prepared by guarantor who pays for the above-mentioned travel expenses			
10	A Letter from guarantee	*Scanned copy is acceptable	JPN/ENG
11	A certified copy of the incorporation register or An overview of Company/Organization	(Note) • A stock exchange-listed company does not need to submit a copy of the incorporation register or an Details of the company /organization if it submits its quarterly corporate report. • When an individual is extending an invitation, submit the “Certificate of Employment” in lieu of a copy of the incorporation register or an overview of the Company/Organization.	

***Applicants may authorise a proxy.**

To authorise a proxy for application drop off/pickup, the applicant MUST fill out an [authorisation letter](#) and have the proxy submit the original letter to the Embassy along with his/her ID card. This Authorisation letter is used only for Visa Applicant who is currently in Tonga when applying.

*The minimum assessment time is **5 business days** for all visas. It generally takes longer if additional documents are required for further assessment.