

Temporary Visitors for Business (Only Countries/Regions Other Than [Visa Exemption Countries/Regions](#))

Applicants going to Japan for business for 90 days or less without being engaged in remunerated activities.

Applicants should submit the following documents. Additional documents may be requested during the course of review.

<p><input type="checkbox"/> 1. An application form. (Sample)</p> <ul style="list-style-type: none"> - Completed and signed in “wet ink” (no electronic signatures). 	
<p><input type="checkbox"/> 2. A valid passport (original).</p> <ul style="list-style-type: none"> - With sufficient space for a visa. - Submit a copy of the identification page as well. 	
<p><input type="checkbox"/> 3. A passport-sized photograph.</p> <ul style="list-style-type: none"> - 2 X 1.4 inch. - On glossy photo paper. - Taken within the last six months. - With plain background. - Glue to the entered application form (not stapled, not taped). 	
<p><input type="checkbox"/> 4. A Green Card or valid I-94 and US resident visa to re-enter US.</p> <ul style="list-style-type: none"> - F or J visa holders must include an I-20 or DS-2019 with the valid signature of an appropriate official in order for re-entry. - Copies are acceptable. - Applications from B-1 and B-2 visa holders are NOT accepted. 	
<p><input type="checkbox"/> 5. A confirmed flight reservation record of round-trip flight to/from Japan.</p> <ul style="list-style-type: none"> - Covering the entire trip both departing from and returning to our jurisdiction. - An e-ticket or print-out from a travel agency, airline or travel website is acceptable, but the applicant’s name should be printed on it. - Applicants are not required to purchase a ticket, as the Consulate is NOT responsible for issuing a visa before the departure date. We do NOT offer expedited service. 	
<p><input type="checkbox"/> 6. A letter from the employer.</p> <ul style="list-style-type: none"> - A letter from the applicant's employer on company letterhead, directed to this Consulate, noting (i) applicant’s position in the company and duration of employment, (ii) nature/purpose of visit in detail, (iii) daily schedule in Japan, (iv) contact person, company name, address and phone number of business contact in Japan, and (v) covering 	<p>For those going to attend a conference, the following documents are required instead of a letter from the employer.</p> <ul style="list-style-type: none"> a. A conference brochure, a paid registration form and an invitation letter. b. A letter from the home institution/company noting (i) applicant’s position in the company and duration of employment, (ii) nature/purpose of visit in detail, (iii) dates/duration of stay

expenses incurred during the trip.
- The letter should be signed in “wet ink” (no electronic signatures).

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c. A recent monthly US bank statement.

- Applicants **should show that they have sufficient funds to cover all the necessary expenses** such as travel to and from Japan, accommodation and meals in Japan. If necessary, attach the balance of the account of the applicant’s sponsor. In this case, submit a copy of his/her passport identification page, too. A document proving the relationship between the applicant and the account holder (ex. marriage certificate, birth certificate, etc.) may be requested.

d. [A travel itinerary](#). ([Sample](#))

7. An invitation letter. ([JPN/ENG](#))

- If there are more than one applicants, attach [a list of visa applicants](#).

8. Proof of address (ex. a copy of driver’s license, utility bill).

- Only applications from residents of our jurisdiction* are accepted. Applicants need to show that they reside in our jurisdiction.

**New York State, Delaware, New Jersey, Pennsylvania, Puerto Rico, the U.S. Virgin Islands, West Virginia and Connecticut (Fairfield County only)*

9. [A parental consent form](#) (only for applications by applicants under the age of 18 who are not accompanied by a parent or guardian).

10. [A letter of authorization](#) (only for applications by proxies).