

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

Applicants going to Japan for business for 90 days or less.

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

<p>1. An application form. (Sample)</p> <ul style="list-style-type: none"> -Completed and signed in “wet ink” (no electronic signatures). 	
<p>2. A valid passport (original).</p> <ul style="list-style-type: none"> -With sufficient space for a visa. -Please submit a copy of the identification page as well. 	
<p>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. 	
<p>4. An original (or notarized copy of) 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 original I-20 or DS-2019 with the valid signature of an appropriate official in order for re-entry. -We do not accept an application from B-1 and B-2 visa holders. 	
<p>5. A confirmed flight reservation record of round-trip flight to/from Japan.</p> <ul style="list-style-type: none"> -An e-ticket or print-out from a travel agency, airline or travel website is acceptable. -We do not require the purchase of tickets. 	
<p>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, duration of employment, and monthly or annual salary, (ii) nature/purpose of visit in detail, (iii) dates/duration of stay intended, (iv) contact person, company name, address and phone number of business contact in Japan, and (v) guarantee of financial support during applicant’s stay in Japan and return transportation from Japan. -The letter should be signed in “wet ink” (no electronic signatures). 	<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, duration of employment, and monthly or annual salary, (ii) nature/purpose of visit in detail, (iii) dates/duration of stay intended. -The letter should be signed in “wet ink” (no electronic signatures). c. A recent monthly US bank statement. -The applicant should show that he/she has sufficient funds to cover all the necessary

	<p>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 close relative. In this case, submit a document proving the kinship between the applicant and the account holder.</p> <p>d. A travel itinerary. (Sample)</p>
<p>7. An invitation letter. (JPN/ENG)</p> <p>-Not required if confirmed by a letter from the employer.</p> <p>-If there are more than one applicants, attach a list of visa applicants.</p>	
<p>8. A guarantee letter. (JPN/ENG)</p> <p>-Not required if confirmed by a letter from the employer.</p> <p>-If there are more than one applicants, attach a list of visa applicants.</p>	