

☒CHECK LIST

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

<input checked="" type="checkbox"/>	Required documents	Details	Download
A. Provided by visa applicant			
1 <input type="checkbox"/>	Valid passport	-Original plus one photocopy	
2 <input type="checkbox"/>	Visa application form		Form
3 <input type="checkbox"/>	Photograph	-4.5X3.5cm -Taken within 6 months -Plain white background -Full face centered in the photo -Photo retaken from other ID is not acceptable -Same standard as a passport	
4 <input type="checkbox"/>	Residential permits in Canada	-VALID PR card, Work permit, Study permit -Original plus one photocopy	
5 <input type="checkbox"/>	Flight information in English * Confirmed flight reservation acceptable. * Purchase of flight tickets not necessary. * We are not responsible for tickets becoming invalid due to the delay or denial of a visa application.	-Please include all destinations from your starting departure (nearest airport to you in BC or Yukon) to the next destination after Japan. -e.g., Vancouver-China-Japan-Vancouver -The itinerary must include date of departure/arrival, each flight number and each airport name	
6 <input type="checkbox"/>	Letter from the applicant's company / employer	-Letter on the official letterhead and must include the following information -Applicant's passport name, Date of birth, Passport number -Nature of the trip -Schedule -Length of stay *Clearly mentioned about the company's financial responsibility for the expenses incurred during the trip	
7 <input type="checkbox"/>	Certificate of employment	-Applicant's position, date of employment could be included in above letter.	

B. Prepared by inviting person/ guarantor in Japan			
8 <input type="checkbox"/>	Letter of invitation	*Scanned copy is acceptable	JPN / ENG
9 <input type="checkbox"/>	List of visa applicants	-When there are multiple applicants	
10 <input type="checkbox"/>	Travel Itinerary	-Daily activity plan, Accommodation, Contact Number of accommodation	Form
C. Prepared by guarantor who pays for the above-mentioned travel expenses			
11 <input type="checkbox"/>	Letter of guarantee	*Scanned copy is acceptable	JPN / ENG
12 <input type="checkbox"/>	A certified copy of the incorporation register or An overview of company / organization	*Document must be issued officially. e.g., Income certificate, Tax payment showing annual income *Scanned copy is acceptable	
D. Remarks			
13 <input type="checkbox"/>	Personal bank account statement	-Transaction history of the most recent and the past 3 consecutive months from the date of your application. -Your passport name -Proof of sufficient funds for your trip -Bank or financial institution name * If the applicant is paying the costs themselves, they will need to submit a bank statement	