

CHECKLIST FOR SINGLE/DOUBLE-ENTRY Short-Term Stay VISA(Conference)

Please **do NOT** staple, clip, tab, or attach sticky notes to any documents.

YOU MUST APPLY LESS THAN 3 MONTHS BEFORE ENTERING JAPAN

#	Required Documents	Details & Specifications
A. For Visa Applicant		
1	Valid Passport	- Must have at least one completely blank visa page. - If applicable, submit previous passports containing past Japanese immigration stamps.
2	Proof of your Canadian Immigration Status	- Original and photocopy of your PR Card, Work Permit, or Study Permit. - <u>Visitor Records and Super Visas are not accepted.</u>
3	Photo	- One passport-style photos printed on <u>glossy photo paper</u> (45 mm × 35 mm), taken <u>within the last six months</u> against a <u>plain white</u> background. The date the photo was taken must be stamped on the back of each photo.
4	<u>Visa Application Form</u>	- Completed and signed in the prescribed format.
5	Flight Information	<u>Purchasing airline tickets at the time of application is not required. We are not responsible for any financial loss resulting from visa processing delays or visa refusal.</u> - You may submit a screenshot or printout of your planned flight itinerary instead of a paid flight ticket. - Must include all flight numbers, departure and arrival dates, departure and arrival airport names, all destinations from your initial departure point (the nearest airport in BC or Yukon) to your final destination after Japan. - A copy of a valid visa for any third country you plan to visit or transit through after departing Japan (excluding Canada and your home country), if a visa is required for your nationality.
6	Letter from the Applicant's Company / Employer or University	- Letter is printed on the company/university's official letterhead. Letter includes: Applicant's passport name, Date of birth, Passport number, Nature of the trip, Travel schedule, Length of stay
7	Certificate of Employment or Certificate of Enrollment	- Certificate includes the applicant's position and date of employment or enrollment. *This information may be included in the letter #6.
8	Bank Statement	- Monthly bank statements covering <u>the most recent 90 days or more</u> prior to the application date, demonstrating sufficient funds. - Bank statements must display your full name as shown on your passport, account number, current balance, and <u>detailed daily transaction history</u> for the entire period.
<i>Additional Documents for Minors, Students, or Applicants with a Financial Sponsor</i> *Only immediate family members within the second degree of kinship (spouse, parents, children, grandparents, grandchildren, and siblings) may act as a financial sponsor.*		
9	Sponsor's Passport	- A photocopy of the ID page of your financial sponsor's passport. - If no valid passport is available, provide a photocopy of another valid government-issued photo ID.

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10	Sponsor 's Bank Statements	- Monthly bank statements covering <u>the most recent 90 days or more</u>, showing sufficient funds. - Bank statements must display the sponsor's full name as shown sponsor's passport, account number, current balance, and <u>detailed daily transaction history</u> for the entire period.
11	Proof of Relationship	- Original (if applicable) and photocopy of an official document proving the relationship (e.g. Birth Certificate or Marriage Certificate) in English. If the document is not in English, a <u>notarized English translation</u> is required.
B. Documents Prepared by the Inviter / Guarantor in Japan		
12	Letter of invitation <u>JPN / ENG</u>	- A copy is acceptable
13	List of visa applicants	- Included if there are multiple applicants.
14	<u>Travel Itinerary</u>	- A <u>detailed day-by-day</u> itinerary for your stay in Japan, including accommodation details and contact phone numbers - A copy of the conference flyer or a printout of the conference website.
C. Documents Prepared by the Guarantor (If the guarantor pays for the travel expenses)		
15	Letter of guarantee <u>JPN / ENG</u>	- A copy is acceptable
16	A certified copy of the incorporation register or An overview of company / organization	- Officially issued document. - A certified copy of the incorporation register or an overview of the company/organization is provided. - A copy is acceptable.

*We take a **minimum of 5 business days** to process with sufficient documents. We do not have expedited services.

*If you are not comfortable communicating in English, please visit our office with a family member or friend who can assist you with interpretation. Translation apps are not accepted.

*Applications with incomplete or missing required documents cannot be accepted. We do not accept application documents by email, and printing services are not available at our office.