

Japan Visa Requirements (Employed/Businessman/Student/Retired):

- * **Original Valid Passport** *(with signature and with atleast 2 blank pages)*
- * 2 pcs. 4.5X3.5cm
 - white background
 - avoid white clothes
 - with collar
 - must be not edited
 - taken within the last 3 mons.
- * **Application Form** *(must be filled out completely)*
- * **Original PSA Birth Certificate** *(requested within the last 6 mons.)*
- * **Original PSA Marriage Certificate** if Married *(requested within the last 6 mons.)*
 - in case unreadable need to provide birth certificate from Local Civil Registrar (LCR).
 - in case LATE/DELAYED Registration *(need Original Baptismal Certificate and Form137 issued within the last 3 mons.)*

Note: *If you have used previous Japan Visa, kindly submit the old passport with Japan Visa together with your valid passport (if not on your current passport).*

*No need to provide PSA (Marriage and Birth) **EXCEPT** for those applying with family member especially with child (as a proof of relationship).*

- * **Original Certificate of Employment (COE)** -with period of employment, position and salary/compensation.
- * Business Documents (if businessman) – Copy of Business Permit / Updated ITR / SEC Certificate of Registration (if corporation) or DTI Certificate of Business Name Registration (if sole proprietorship)
- * **Original Certificate of Enrollment** –if student, and please attached copy if school ID (back to back)
- * **Original Bank Certificate-** (Address to Japan Embassy) with 6 mons. ADB (average daily balance)
 - if Bank Cert has no ADB indicated, you need to provide 6 MONS. BANK STATEMENT*
- * **Updated Income Tax Return/ITR-** (with signature of employer and applicant)
- * **Agency Authorization Letter** – 2 copies each applicant with name and signature only.

ADDITIONAL DOCUMENTS:

- * If Board passer of any courses please submit copy of valid PRC Licensed (back to back).

IF RETIRED:

- * Original Bank Certificate with ADB (average daily balance 6mons)
 - if Bank Cert and no ADB indicated need to have 6 mons. Bank Statement

IF NO ITR:

- * Explanation Letter *-with wet signature*
- * Original Bank Certificate with ADB (average daily balance) and 6 mons. Bank Statement

NOTE: ALL DOCUMENTS MUST BE IN A4 SIZE.
ALL FORMS AND PASSPORT MUST HAVE SIGNATURE.

Updated as of July 2026