JAPAN VISA APPLICATION REQUIREMENTS
TOURIST VISA

A. PURPOSE

Applicant himself/herself made the arrangements for the travel/tour in Japan. If an applicant requests a multiple-entry visa for a short-term stay, please refer to the requirement for a Multiple Entry Visa for Tourism.

B. REQUIREMENTS

*All documents issued/prepared in the Philippines **must be original** except those specifically stated as photocopy.*

1. Philippine Passport

- Broken passport is not accepted. Passports MUST be signed and must have at least two (2) blank visa pages.
- Passports of minors 0 to 12 y/o please leave the signature page BLANK

2. Visa Application Form

- Application form should be filled out all items correctly, if an item is not applicable, please fill in [N/A]. Use BLACK ink pen only for signature.
- Embassy may not accept applications with blank items, no signature or no date in the form

3. Photo

- Specs: 45mm x 35mm, with white background, no eyeglasses, no showing of teeth and clean photo surface.
- Photo must be taken within 6 months.
- Please write the applicant's name and birthdate on the back side of the photo.
- Photo must be pasted on the application form.

**** If there is a used Japanese visa on your passport, the following (4) and (5) are unnecessary. The physical passport with used Japan Visa MUST be submitted during the application.***

4. Birth Certificate (issued by PSA within 1 year)

【ADDITIONAL REQUIREMENTS】

- If birth certificate is unreadable, submit a Birth certificate issued by Local Civil Registrar.
- If birth certificate is "LATE REGISTRATION", submit Baptismal Certificate and School Record (Form 137)
- If there is no record of birth in the PSA, submit Birth Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.

5. Marriage Certificate (issued by PSA within 1 year. For married applicants.)

【ADDITIONAL REQUIREMENTS】

- If the marriage certificate is unreadable, submit a Marriage certificate issued by Local Civil Registrar.
- If there is no record of marriage in the PSA, submit Marriage Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.

FOR BOOKING INQUIRIES, KINDL CONTACT US AT

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(082) 317 7182
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JOYALINO@BORDERLINETRAVEL.PH / BORDERLINETRAVELANDTOURS@GMAIL.COM

6. **Itinerary in Japan**

【In case that applicant will shoulder part/all of travel expense】

7. **Applicant's Personal Bank Certificate (with average daily balance within the last six (6) months MUST be shown)**
   - original and issued within three (3) months from the date of application
   - If the Average Daily Balance (ADB) in the last six (6) months is NOT indicated - bank statement MUST be submitted to prove transactions within the last six (6) months

8. **Applicant's Tax Payment Certificate - clear Photocopy (latest) and must have amount of gross income and receipt stamp of the tax collector/BIR**
   - Form 2316 - must have signature of the Employer and Employee
   - Form 1701 - must have receipt stamp of the tax collector/BIR OR email from BIR regarding Tax return receipt confirmation if ITR has no stamp and proof of actual payment of tax.
   - For business owners - proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable)

9. **Applicant's Employment Certificate (must indicate period of employment, salary and position)**
   - **For business owners** - Department of Trade and Industry (DTI) "Certificate of Business Name. Registration" and Mayor's Permit from the City Hall must be submitted

   - ***If tax is not withheld (e.g. the Self-employed, Retired, Housewife, Unemployed)***

   *(If for any reason other than being a **retiree, full-time housewife or unemployed**, applicant is unable to submit (8) Tax payment Certificate and (9) Employment cert)*
     - ✓ A letter of explanation about the reason for non-submission MUST be submitted

   - **For students** - An *original* copy of School ID and Certificate of Enrollment in School MUST be submitted.

【In case that guarantor in the Philippines or outside the country will shoulder part/all of travel expense】

10. **Guarantee Letter (original)**
11. **Proof of relationship between applicant and guarantor is/are even if the applicant has a previous Japan Visa.** (e.g. Birth Certificates (see (4) for details), Marriage Certificates (if married) (see (5) for details), documents like pictures together, Certificate of Employment (for Nanny, Driver, etc.)
12. **Guarantor's Personal Bank Certificate** – pls see (7) for the details
13. **Guarantor's Tax Payment Certificate (ITR Form 2316 or Form 1701) (clear Photocopy)** – pls see (8) for the details
14. **Guarantor's Employment Certificate** – pls see (9) for the details

【*If Applicant is not Philippines nationality*】

15. **Foreign residents with long-term or permanent status in the Philippines applying for a visa must submit, in addition to the above requirements (except birth and marriage certificates), a copy of their Alien Certificate of Registration (ACR) issued by the Philippine government.**

    • *Visa applications of foreigners who are on short-term (temporary) visas in the Philippines cannot be accepted. Please apply at the Japanese Embassy /Consulate General with jurisdiction over the area in which the applicant resides or over the country in which the applicant's passport was issued.*

16. **Authorization letter from the applicant/s –** with wet signature

[NOTICE]

1. Size of the document for application should be A4 size only. If the document is another size, please submit copy that is already adjusted in A4 size from its original and without staples or pasting pages.
2. The requirements (4) and (5) above do not apply to applicants who have already visited Japan, can present the Bank Certificate and ITR and can also submit their original passports with used Japan visas. For family application with Guarantor, the applicant is still required to submit the item (4) or (5) whichever is applicable, even with a previous used Japan Visa to prove the relationship.
3. Photocopy of used Japanese visa or entry stamps is not honored as a replacement for a physical passport with a used Japanese visa.
4. It is the applicant's responsibility to ensure that he/she meets the requirements for the grant of a visa. Submission of any supporting documents not listed above is encouraged (e.g. applicant's economic or social ties with the Philippines).
5. Submission of requirements does not guarantee the issuance of a visa.
6. If the document submitted for application is verified by Embassy or Consular Office as fake or tampered with, a visa will not be issued.
7. Documents submitted for application will not be returned.
8. Documents that will not comply with the requirements of the embassy maybe terminated.
9. Applicants are given three (3) months to submit additional requirements. Otherwise, the application will be terminated.
10. The reason for the denial of a visa will not be disclosed even if an inquiry is made. At the same time, if a visa application is denied, the applicant may only re-apply for the same purpose after (6) months.