**JAPAN TOURIST VISA**

Visa Fee & Processing Fee **PHP: 2,500**

**GENERAL REQUIREMENTS**

1. Duly accomplished and signed application form (printed in A4 size paper)
2. Two 45x45mm or 2x2 colored picture (white background)
3. Original passport (6 months valid)
4. Original bank certificate (valid for the last 3 months)
5. Copy of latest income tax return
6. Original PSA authenticated birth certificate (issued within a year)
7. Original PSA marriage certificate (issued within a year - if married)
8. Original authorization letter (for visa filing and pick-up)
9. Daily schedule in Japan

**SPECIAL REQUIREMENTS**

**FOR EMPLOYEES**

* Original employment certificate (must include applicant’s position, date hired, compensation, office address, landline numbers and e-mail address)

**FOR BUSINESS**

* Copy of business registration from DTI or SEC
* Copy of business permit or mayor’s permit

**FOR STUDENT**

* Copy of school ID
* Original letter of guarantee signed by the parent or guardian

**FOR RETIRRE**

* Copy of senior citizen card or retirement documents
* Original bank certificate (valid for the last 3 months)
* Copy of latest income tax return

**FOR FOREIGN NATIONALS**

* Copy of i-card

**IF THE COMPANY SHOULDER WILL TRIP**

* Letter of guarantee signed by the sponsor
* Copy of guarantor or sponsor's valid ID
* Original bank certificate of the company
* Copy of business documents and ITR of the company (If employed, company alphalist. If self-employed, receipt from accredited bank of BIR).

**ADDITIONAL REQUIREMENTS**

* If the trip will be shouldered by another person unrelated to the applicant, a proof of relationship is required
* If the applicant has a used Japanese visa, he will be exempted to submit a birth certificate and/or a marriage contract
* If the birth certificate from PSA is unreadable, or if there is no record, submit the below as additional document/s:
* Original certificate of non-record and;
* Copy of Birth certificate from the local civil registrar
* If the birth certificate is late registered, submit the below as additional document/s:
* Baptismal certificate
* School record (form 137) or school yearbook (if applicable)

**SPECIAL NOTES:**

* Additional requirements may be required by the embassy without prior notice.
* Personal appearance is not required (unless the Embassy request for it).

Notice: Processing time and fees are subject to change without prior notice.