

CHECKLIST - JAPAN

Embassy of Japan in the Philippines



This checklist is only applicable if you are fully vaccinated against Covid-19!

VISA TYPE	TOURIST VISA / MULTIPLE VISA	
Please submit the documents in the exact order given below; do not staple any documents.		
DETAILED REQUIREMENTS		NOTES
1	Original valid passport, - Including old passport with the previous visa, *if any	
2	Visa application form	
3	2pcs Passport size photographs (colored/white background) 4.5cm x 4.5cm, with white background	
4	Round trip flight reservation	
5	International travel insurance	
6	Proof of accommodation: hotel booking reservation	
7	Travel Itinerary	
8	Proof of financial status: All documents have to be originals, in format A4, with the stamp and signature of the bank. <ul style="list-style-type: none">● If employed:<ul style="list-style-type: none"><input type="checkbox"/> Certificate of employment (position, date of hiring, salary)<input type="checkbox"/> Certificate of approved leave of absence (dates must be clearly mentioned)<input type="checkbox"/> Payslip copies<input type="checkbox"/> Income tax return, or Form 2316● If self-employed and/or company owner:<ul style="list-style-type: none"><input type="checkbox"/> Department of Trade and Industry (DTI)/Securities Exchange Commission (SEC) registration of business income tax return<input type="checkbox"/> Business financial statement● If student:<ul style="list-style-type: none"><input type="checkbox"/> Proof of enrollment<input type="checkbox"/> Copy of the student IDs<input type="checkbox"/> No objection letter<input type="checkbox"/> Certificate of leave of absence if traveling during the school year (dates must be clearly mentioned)	
9	Evidence of funds <ul style="list-style-type: none"><input type="checkbox"/> Bank certification, bank books<input type="checkbox"/> Personal bank statements, credit card statements, or balances covering the last six months	
10	Other proof of rootedness: <ul style="list-style-type: none">● If you own any land, cars, properties, land titles, etc., bring the original documents as well as their	

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	photocopies.	
11	Traveling with a spouse and/or child/children: <ul style="list-style-type: none">• Marriage contract and birth certificate(s) of the child/children	
12	Minors <ul style="list-style-type: none">• Affidavit of support and consent of parents (legal guardians)	
13	Proof of Vaccination <ul style="list-style-type: none">• Vaccination Certificate• Vaccination Card	
14	Late registration applicants (additional documents are needed) <ul style="list-style-type: none">• Baptismal• Form 137	
15	Visa Fee: PHP 1900 (Regular Tourist Rate) PHP 2800 (Multiple Tourist Rate) PHP 2800 (Visiting Relatives) Agency Visa Fee: PHP 1500	

Important Note/s:

- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy is accepted).
- The Embassy of Japan reserves the right to ask for additional documents and/or a personal interview, as well as to verify the content and truth of the documentation presented.
- The application should be submitted to the local visa facilitation office.
- Please note that, as per instructions, personal bank statements (last 6 months) with bank stamp in A4 size only.

Processing Time:

- Applications shall be lodged no more than three months before the start of the intended visit.
- Applications shall be decided on within 35 to 45 working days after the date of lodging.

Japan Embassy Address:

Japan Visa Application Centre
2627, 1300 Roxas Blvd, Pasay, Metro Manila