

Japan Visa Application Centre, Kathmandu

DOCUMENTS REQUIRED (Visiting Friends and Relatives) :

1. Visa application form
 - Each applicant should fill in a separate form, including child applicants. Form should be printed on both sides. The contact number must belong to the applicant.
2. Valid Passport
 - Passport should contain at least one blank page. 3 Copy of Bio Page.
3. Photograph
 - Photo size should be 45mm X 35mm.
 - Full Face (looking straight forward) on white background.
 - The photo should be clear and identifiable, taken within the last 6 months.
4. Confirmation slip to prove reservation of (Flight/cruise) with entry/departure date to/from Japan – Issued by Airlines company or Travel agency.
5. Proof of sufficient funds to defray all the expenses while in Japan.
 - A certificate of income or tax payment issued by a public agency (original and to be returned)
 - Certificate of deposit balance (Original)
6. Documents to prove kinship • Visiting Relatives.... Birth certificate, Marriage certificate, certified copy of the family register etc. • Visiting acquaintances/friends.... Photos, Letters, E-mails, Bills for international phone calls, etc. (Original with English Translation if it is not in English and Japanese Language+ one photo copy .)

B. Prepared by inviting person/guarantor in Japan.

7. Invitation Letter
8. (In the case of “Visiting Relatives”, when the inviter or his/her spouse is Japanese) Certified copy of the family register”Kosekitohon”.
9. (When there are multiple applicants)
 - List of Visa Applicants
10. Itinerary during stay in Japan

C. Prepared by the guarantor in Japan who pays for the above-mentioned travel expenses.

11. Letter of guarantee
12. One of the following documents concerning the guarantor
 - a) The latest Certificate of income/taxation issued by the head of administration of the place of residence, or a certificate of tax payment issued by the director of the tax office.

(Note 1) Each certificate should indicate the gross income for the previous year.

(Note 2) Statement of tax withholding is not acceptable.

b) A copy of the counterfoil of final tax return with the seal of reception of the tax office.
(eTax: submit Receipt Notification and Final Tax Return)

c) A Certificate of deposit balance

13. Certificate of residence "Jyuminhyo" (with description of his/her family relationship with all family members)

14. (When the guarantor is a foreign national) Copies of both sides of the valid Residence Card, a Certificate of Residence (with all matters listed, except for individual number (My Number) and Resident Record Code.

Important notes:

1) Documents should be sorted according to the checklist.

2) All the documents mentioned in checklist are mandatory.

3) The visa application process will take 6 working days. In individual cases when further scrutiny is needed this period may extend.

4) All photocopies must be in A4 size.

5) All original documents should be submitted along with a set of photocopies. (If it is not A4 size)

6) No Pins, Staples, Cello Tape, Paper Clips should be used on documents.

7) In case of a minor, parents or a legal representative can sign on visa application Form. Please indicate the relationship (e.g., signed by father/mother)

8) Equal set of copies is required per applicant if they are traveling together for same purpose.

9) Itinerary should match as per the ticket. The travel plan should be at least 10 working days after the day of appointment date.

10) Documents related to applicant which is issued in Nepal should be original. (In-case if the documents are in Nepali Language, it should be translated in English)