

Japan Visa Application Centre, Kathmandu

DOCUMENTS REQUIRED (Language School Student):

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. Certificate of Eligibility (Original and 1 copy/2 Colour Copy with both side of COE)
5. Japanese Language School/ Institute Certificate of Nepal (Original).
6. Original Japanese Language Certificate from JLPT, TOP-J, NAT-TEST, J-CERT, JLCT, PJC BRIDGE, BJT-JLRT and J.TEST or (letter of proof from the Japanese Language school of Japan with Certificate copies).

DOCUMENTS REQUIRED (University Student):

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. Certificate of Eligibility (Original and 1 copy/2 Colour Copy with both side of COE)
5. Enrollment Certificate of University (Copy).

DOCUMENTS REQUIRED: With COE (Except Student)

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. Certificate of Eligibility (Original and 1 copy/2 Colour Copy with both side of COE)

Please note below mentioned purpose will need to submit additional documents as listed.

For SKILLED LABOR (Cook):

- 1) More than 10 years working experience letter (Original)
- 2) Company Registration (Copy of registration with English Translation with English Translation if it is not in English and Japanese Language.)

For SKILLED LABOR (RAFTING GUIDE):

- 1) Certificate of Rafting Guide provided by Nepal Academy of Tourism and Hotel Management. (NATHM) (Copy)

For - Dependent/Long-Term Resident/Spouse or Child of Japanese National/Permanent Resident:

- (Above 1-4)

For Work- (Engineer/Specialist in Humanities/Int'l Services), Specified Skilled Worker, Technical Intern Trainee, Entertainer, Designated Activities, Cultural Activities, Business Manager:

- (Above 1-4)

Important notes:

- Documents should be sorted according to the checklist.
- All the documents mentioned in checklist are mandatory.
- The visa application process will take 6 working days. In individual cases when further scrutiny is needed this period may extend.
- All photocopies must be in A4 size.
- All original documents should be submitted along with a set of photocopies. (If it is not A4 size)
- No Pins, Staples, Cello Tape, Paper Clips should be used on documents.
- 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).