

# Checklist

## Temporary Visitor - **Visiting Relatives/ Acquaintances (friends)**

- Please make sure to check the guideline for details of the required documents.
- Please check (  ) the boxes in the left column for the documents to be submitted.
- For documents not submitted, please provide reasons in the right column (If non-applicability is obvious, "N/A" is acceptable).
- Please stack the documents in the order in which they appear on this checklist.
- Required documents underlined have a designated form. Please see "Download Forms".
- Please note that once the required documents have been submitted, they will not be returned to the applicant, other than the original passport, and you may be asked to provide additional documents during the adjudication process.

Visa Applicant's Name

Submit	Required Documents	Reason for non-submission	For official use only
<b>Prepared by visa applicant</b>			
	<b>Valid Passport (Original)</b>		
	<b>Visa Application Form (Original)</b> <small>*Email and telephone number should be clear and readable</small>		
	<b>A copy of Passport (Data page)</b>		
	<b>Proof of Residency in Nigeria</b> <small>*In the case of non-Nigerian nationals applying for a visa.</small>		
	<b>Flight Itinerary</b> <small>*Tickets not required to be purchased when applying for visa.</small>		
	<b>Proof of Sufficient Funds (Bank statement is essential.)</b>		
	<b>Letter of Sponsorship(Original)</b>		
	<b>Certificate of Employment (Original)</b>		
	<b>Proof of kinship or acquaintance</b>		
	<b>For a minor applicant travel without parents</b> (1) a letter of consent signed by a parent (2) document/s to prove the relationship between the applicant and the parent (e.g. birth certificate) (3) photocopy of the valid parent's ID with signature (e.g. driver's license, NIN slip etc. Government approved ID only. Company ID / Organization ID is not acceptable) (4) (When the parent's name written on the documents are not consistent only) official documents proving that those names are the parent's name.		
<b>Prepared by inviter/guarantor in Japan</b>			
	<b><u>Invitation Letter</u></b>		
	<b>Document explaining the reason for invitation</b> <small>*The letter should also indicate in detail who will cover the travel expense.</small>		
	<b><u>List of Visa Applicants</u></b> <small>*In the case there are two or more applicants.</small>		
	<b><u>Travel Itinerary</u> in Japan</b> <small>*In the case inviting organization cannot prepare itinerary, applicant must prepare it.</small>		
	<b><u>Letter of Guarantee</u></b> <small>*In case the inviter covers travel expenses.</small>		
	<b>Proof of Sufficient Funds</b>		
	<b>Certificate of Residence("juminhyo")</b>		
	<b>Residence Card (a photocopy of both side of the card)</b> <small>*If the inviter is a foreign national.</small>		
<b>Other supporting documents you consider necessary</b> <small>*If any, please list them below</small>			

**Note) Please attach this checklist to the bottom of your application documents.**