

# **Guidance for Required Documents**

## **COE Holders (Work / Long Term Stay)**

**\*Unless otherwise specified below, documents may be submitted in photocopies.**

### **Valid Passport (Original)**

- Passport must be original with at least two blank pages.
- Passport must be with sufficient validity until the end of the intended period of stay in Japan.

### **Visa application form (Original)** *\*Form available*

- The original application form must be submitted.
- All fields must be completed accurately and in full. If any item does not apply, please write 'N/A'.
- Typing is highly recommended instead of handwriting, except in the signature field. If the entries are unreadable, screening procedures can be significantly delayed and the visa may not be issued. The signature should correspond with the signature on the passport.
- Parent should sign for a minor applicant who cannot sign.
- Please refer to "Photo Specifications" for the photo to be attached to the application form. If a non-compliant photograph is attached, the applicant will be asked to resubmit it.

### **Proof of Residency in Nigeria** *\*Only for non-Nigerian nationals*

- Please submit a copy of your valid CERPAC card (front and back) or valid residence permit.

### **Certificate of Eligibility**

- A photocopy of the original "paper" COE and printed electronic (emailed) COE will be accepted.

### **Flight Itinerary** *\*e.g. Itineraries issued by travel agents or on the internet.*

- You are not required to book or purchase flight tickets at the time of visa application. The Embassy of Japan is not responsible for any cancellation fees.
- Flight Itinerary must include 1) Flight number, 2) departure date and time from Nigeria, 3) arrival and departure date and time for transit, 4) arrival date and time in Japan, and 5) departure date and time from Japan.