

# Guidance for Required Documents

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

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

### 1. Prepared by visa applicant / applicant's organization in Nigeria

#### **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'.
- Each field can be typed, but the signature field (bottom of second page) must be signed in person. 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.

#### **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.

#### **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.

#### **Proof of Sufficient Funds**

- In principle, the original document is required.
- If the traveler is responsible for his/her own travel costs, **bank statement (for the last 3 months)** is required. However, if bank statements alone do not show sufficient funds, other documents showing sufficient funds should also be submitted.
- If another person will be paying for your travel expenses, his/her bank statement is required.

#### **Letter of sponsorship (Original)**

- The original document is required.
- Applicant should write the purpose of travel, duration (departure date and arrival date) and the sponsorship for applicant's travel expenses (air ticket cost and expenses for the applicant's stay in Japan) in the letter.

#### **Certificate of Employment (Original)**

- The certificate should be on the organization's letterhead and include the date employment commenced, the current position and salary amount, and the name and position of the certifier.
- If you are a minor or a student and another person will be paying for your travel expenses,

his/her Certificate of Employment is required.

- If you are self-employed, unemployed or retired, a letter of self-introduction is required.

#### **Proof of kinship or acquaintance**

- For visiting relatives/family: Birth certificate, marriage certificate, certified copy of family register (Kosekitohon), etc.
- For Visiting Acquaintances (Friends): Photos, letters, e-mail communication, etc.

## **2. Prepared by inviter/guarantor in Japan**

#### **Invitation Letter** \*Form available

- The letter should state the background of the invitation and the planned activities in Japan in detail related to the purpose of the visit to Japan.
- The name of the visa applicant must be correct according to the name on the passport. If there is more than one visa applicant, a **List of Visa Applicants** (Form available) should be attached.

#### **Document explaining the reason of invitation**

- A statement addressed to the Embassy of Japan in Nigeria stating the reason for the invitation together with its supporting documents (e.g. graduation / wedding invitation, documents indicating the birth of a newborn baby in the family, etc.).

#### **Travel Itinerary in Japan** \*Form available

- Itinerary should include arrival and departure dates, flight numbers and ports of entry/departure.
- The itinerary should include details of where you will be staying. If staying at a hotel, the name, address and phone number of the hotel should be included.
- The daily itinerary should be specified. If an activity continues on consecutive days, "same as above" is acceptable.
- You are not required to book accommodation at the time of visa application. The Embassy of Japan is not responsible for any cancellation fees.

#### **Letter of Guarantee** \*Form available

- It is required if the inviter/guarantor in Japan will cover the travel expenses.
- Fill out the form in the same way as the invitation letter.

#### **Proof of Sufficient Funds**

- If the inviter/guarantor is responsible for travel expenses, at least one of the following documents is required (at least one of them)
  - (1) The latest Certificate of income (the previous year's gross income must be included) 「課税(所得)証明書」(市区町村役場発行) / taxation issued by the head of administration of the place of residence, or tax return (Form2) issued by the director of tax office 「納税証明書(様式その2)」(税務署発行)
  - (2) A copy of the stub of final tax return (e-Tax users: Notice of receipt (Jushin tsuuchi) and a printout of final tax return) 「確定申告書控の写し」

(3) Bank balance certificate「預金残高証明書」

**Certificate of Residence**

- Certificate of Residence (**Juminhyo**:住民票) showing the relationship of all household members.

**Residence Card**

- If the inviter is a foreign national, please also prepare a copy of both sides of a valid Residence Card(Zairyu Card:在留カード).