

# **Guidance for Required Documents**

## **Temporary Visitor - Short Term Business etc.**

\*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'.
- 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.

#### **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.

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

- The original document is required.
- 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 student, a letter of introduction from your school is required.
- If you are self-employed, unemployed or retired, a letter of self-introduction is required.

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

- The original document is required.
- 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) should be stated in the letter.

#### **Employer's Certificate of Incorporation or equivalent document**

- If it is not legible, it cannot be considered a valid document.

### **Valid Company Tax Clearance Certificate or equivalent document**

- An expired certificate is not accepted.

### **Document/s proving the purpose of visit to Japan**

- The documents should indicate the purpose/background and period of your travel to Japan, e.g. a letter/travel order from your employer or conference materials, etc.
- If it is a letter from your employer, the original is required.

### **Proof of Sufficient Funds**

- In principle, the original document is required.
- If your organization (company) is covering the travel costs, please submit bank statements in the name of your organization (for the last three months). If there are circumstances which make it difficult to submit a bank statement, please provide proof of sufficient funds by other means.
- If the traveler is responsible for his/her own travel costs, bank statement (for the last three months) is required. However, if bank statements alone do not show sufficient funds, other documents showing sufficient funds should also be submitted.

## **2. Prepared by inviting organization/guarantor in Japan**

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

- The inviting organization should be a corporate entity, an organization, or the state/local government. However, for example, the professor/associate professor may be recognized as the inviting organization if a university extends an invitation for exchange under his or her name.
- 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.

### **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 inviting organization/guarantor in Japan will cover the travel expenses.
- Fill out the form in the same way as the invitation letter.

### **Certified copy of the Corporation Register**

- The certified copy issued within the last 3 months of the visa application is required (not required if the guarantor is a national or regional government).
- If the company is listed on a stock exchange in Japan, it may alternatively submit a copy of its quarterly corporate report.

- Only unregistered corporations should prepare a "Summary of the Company/Organization" instead of a corporate register.
- If the guarantor is an individual, a certificate of employment will be accepted.