

Checklist

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

- 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
Prepared by Visa applicant / applicant's organization in Nigeria			
<input type="checkbox"/>	Valid Passport (Original)		
<input type="checkbox"/>	Visa Application Form (Original) <small>*Email and telephone number should be clear and readable</small>		
<input type="checkbox"/>	A copy of Passport (Data page)		
<input type="checkbox"/>	Proof of Residency in Nigeria <small>*In the case of non-Nigerian nationals applying for a visa.</small>		
<input type="checkbox"/>	Flight Itinerary <small>*Tickets not required to be purchased when applying for visa.</small>		
<input type="checkbox"/>	Certificate of Employment (Original)		
<input type="checkbox"/>	Letter of Sponsorship(Original)		
<input type="checkbox"/>	Employer's Certificate of Incorporation or equivalent document		
<input type="checkbox"/>	Valid Company Tax Clearance Certificate or equivalent document		
<input type="checkbox"/>	Document/s proving the purpose of visit to Japan		
<input type="checkbox"/>	Proof of Sufficient Funds (Bank statement for last 3 months)		
<input type="checkbox"/>	For a minor applicant travel without parents (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.		
Prepared by inviting organization/guarantor in Japan			
<input type="checkbox"/>	<u>Invitation Letter</u>		
<input type="checkbox"/>	<u>List of Visa Applicants</u> <small>*In the case there are two or more applicants.</small>		
<input type="checkbox"/>	<u>Travel Itinerary</u> in Japan <small>*In the case inviting organization cannot prepare itinerary, applicant must prepare it.</small>		
<input type="checkbox"/>	<u>Letter of Guarantee</u> <small>*In case the inviter covers travel expenses.</small>		
<input type="checkbox"/>	<u>Certified copy of the incorporation register</u> <small>*If the guarantor is a an individual, a Certificate of Employment will be accepted.</small>		
Other supporting documents you consider necessary <small>*If any, please list them below</small>			
<input type="checkbox"/>			
<input type="checkbox"/>			

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