



Japan Visa Application Centre, Colombo

Long Term Stay - Requisition Form and Checklist (Student / Dependent / Employment and other)

Office use only

Passport Number:	Name:

Important note:

- Documents should be sorted according to the checklist.
- All original documents should be submitted along with a set of A4 sized photo copies.
- NIC, Birth/Marriage/Divorce/Death certificates (if applicable) are mandatory, during each travel. (If NIC Number does not match with the Passport, Alteration/Observation should be endorsed in the passport.)
- **All documents (including the NIC) in Sinhalese or Tamil languages must be submitted with an official English translation by a sworn translator.**
- All original documents from Sponsor have to be submitted along with the courier cover.
- No Pins, staples, Cello tapes, Paper clips should be used on documents.
- The visa application process will take six operational days. In individual cases when further scrutiny is needed this period may extend.

Necessary documents (as applicable):

- If under the age of 16, **Parent's consent letter for the child/ren to travel abroad** (separate letters for both parents)
- **Explanation letter for not producing a local marriage certificate** due to marriage in Japan
- **Declaration Form** if the COE is expired

No.	Documents Checklist	YES	NO	N/A
1)	Application form			
	• Each applicant should fill in a separate form, including child applicants			
	• Should be filled in block letters(in clear handwriting/typed)			
	• Name/s Should be written as per the passport			
2)	Photograph			
	• 2 inch X 1.4 inch(50mm x 30mm) color photograph to be pasted on the application			
	• 4.5cm x 3.5cm color photograph to be pasted on Individual Number Card Form.			
	• Full Face; clearly visible on white or light background			
3)	Valid passport			
	• The surnames and other names should tally with the NIC			
	• 2 copies of passport bio page(Page No. 2,3)			
	• 1 copy of alteration page(Page No. 4,5); if applicable			
	• Passport should contain at least two blank pages			
4)	Certificate of Eligibility			
	• Original COE with a photocopy of both sides			

Special requirements / Covid-19-related requirements			
5)	• Individual card Number Form		
	• Declaration Form (if the COE is expired)		
	• Certificate for Completion of Registration to the Entrants Returnees Follow-up System (ERFS)		
6)	Travel Itinerary (One-way flight reservation)		
	• Discouraging paid flight tickets, as the Embassy/ Visa Application Centre will not be liable for any financial loss in case of a rejection		
7)	• If the sponsor is in Sri Lanka, sponsor's re-entry permit copy and travel itinerary		
	Personal Documents (mandatory during each travel)		
	• National Identity Card (With English translation)		
	• Birth Certificate (With English translation)		
	• Marriage/ Divorce/Death Certificate/s; if applicable (With English translation)		
	• Koseki Tohon (Family registration); if applicable		
	• Affidavit; if there is any misspelling in the name		
	*In such cases where the applicant's originally given name is amended/parts of names do not appear on NIC, Passport and Birth certificate names and/or do not tally with each other (ex: due to misspelling, unnecessary spaces...etc.) passport endorsement with correct bio-information should be made accordingly.		
8)	If dependent,		
	• Sponsor's Passport Bio page copy		
	• Resident Card copy		
	*Resident permit should be valid for 3 months from the applicant's date of departure. If not, Resident card extension receipt copy should be produced.		
	If employment,		
	• If Technical Intern Trainee, Employment contract copy		
	• If Engineer /Specialist in Humanities Inter'l Services , Employment contract copy		

Previous Travel Records to Japan (Within the Last One Year)			
	From	To	Number of Days
1.			
2.			
3.			

- ❖ Required Documents for Nationals of China, Russia, CIS, Georgia and Philippines, please visit the following website of Embassy of Japan in Sri Lanka (http://www.lk.emb-japan.go.jp/itpr_en/00_000095.html)

Comments:

Applicant / Travel Agent Signature: _____

Agency Name (If applicable): _____

Contact Number: _____

(VFS Officer's Signature)