



Japan Visa Application Centre, Colombo

## Short Term Stay- Tourism (Sightseeing)

### Requisition Form and Checklist

<b>Passport Number:</b>	<b>Name:</b>
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#### Important notes

- Documents should be sorted according to the checklist.
- The visa application process will take six working days, in individual cases when further scrutiny is needed this period may extend.
- All photocopies must be in A4 size.
- NIC, Birth and Marriage certificates are mandatory during each travel.  
\*If NIC number does not match the Passport, endorsement is required on passport.
- All documents (Including the NIC) in Sinhalese or Tamil must be submitted with an official English translation.
- All original documents should be submitted along with a set of photo copies.
- All original documents from Sponsor have to be submitted along with courier cover.
- No Pins, Staples, Cello tape, Paper Clips should be used on documents.
- Consent letter from parents for child below 16 years old.

	<b>Document Checklist</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1)</b>	<b>Application form</b> (Each applicant should fill in a separate form, including child applicants ) <ul style="list-style-type: none"><li>• Should be filled in block letters</li><li>• Name Should be written as per the passport</li></ul>			
<b>2)</b>	<b>Photograph</b> (Recent photo which has been taken not before 6 months) <ul style="list-style-type: none"><li>• 2inch X 2inch to be pasted on application</li><li>• Full Face (looking straight forward) on white or light background</li></ul>			
<b>3)</b>	<b>Current and if any previous passports.</b> <ul style="list-style-type: none"><li>• The surnames and other names should appear as per NIC. No initials.</li><li>• Two copies of the bio page have to be annexed to the application form</li><li>• Passport should contain at least two visa blank pages.</li><li>• If loss of any previous passport a police report should be submitted.</li></ul>			
<b>4)</b>	<b>Schedule of Stay</b> (date wise) <ul style="list-style-type: none"><li>• The above should be in embassy format which can be downloaded from the link below <a href="http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html">http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html</a></li></ul>			
<b>5)</b>	<b>List of applicant</b> (if applicable) <ul style="list-style-type: none"><li>• The above should be in embassy format which can be downloaded from the link below <a href="http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html">http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html</a></li></ul>			
<b>6)</b>	<b>Hotel Reservation</b> <ul style="list-style-type: none"><li>• If the applicant intends to stay in a Hotel, a detailed reservation</li></ul>			
<b>7)</b>	<b>Travel Itinerary</b> (Return flight booking) <ul style="list-style-type: none"><li>• Please do not submit paid flight tickets, as the Embassy will not be liable for the financial loss in case of a rejection.</li></ul>			

<b>8)</b>	<b>Proof of Occupation</b> <ul style="list-style-type: none"> <li>• Employees: letter from employer stating the date of commencement and confirming period of approved paid or unpaid leave</li> <li>• Self- employed: business registration original and form 48 or 20, company's bank statement for the last three months</li> <li>• Students: letter from school or university confirming the period of leave</li> </ul>			
<b>9)</b>	<b>Personal Documents</b> <ul style="list-style-type: none"> <li>• Passport Bio page (if any alterations, please attach a copy of alternation page)</li> <li>• National Identity, Birth, Marriage, Divorce, Death Certificates are mandatory during each travel</li> <li>• Visa Request letter addressed to the visa officer signed by applicant</li> </ul>			
<b>10)</b>	<b>Personal Bank Statements</b> (Last Three months) <ul style="list-style-type: none"> <li>• Salary Slips (Last Three Months)</li> <li>• Personal Bank statements (Mandatory *Last Three Months- including the bank account, in which the salary is credited )</li> <li>• If saving account- Original Bank book with bio data page and copies of the latest three months</li> <li>• Balance Confirmation letter (Applicant can submit Balance confirmation letter for all respective accounts currently operated under Applicant's name including Fixed Deposits)</li> <li>• if tour is sponsored by anyone else his/hers authorizing letter and latest three months original bank statements with set of photocopies</li> </ul>			

<b>Previous Travel Records to Japan</b> (Within Last One Year)		
	Period	The Number of Days
1		
2		
3		
4		
5		

**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](http://www.lk.emb-japan.go.jp/itpr_en/00_000095.html))**

**Comments:**

Applicant / Agent Signature \_\_\_\_\_

Agency Name (If applicable) \_\_\_\_\_

Contact Number \_\_\_\_\_

\_\_\_\_\_ (VFS Officer's Signature)