



**Japan Visa Application Centre, Colombo**  
**Short Term Stay- Visiting Relatives & Friends**  
**Requisition Form and Checklist**

*Office use only*

|                         |              |
|-------------------------|--------------|
| <b>Passport Number:</b> | <b>Name:</b> |
|                         |              |

**Important note:**

- Documents should be sorted according to this checklist.
- All original documents should be submitted along with a set of A4 sized photocopies (please bring copies separately).
- NIC, Birth/Marriage (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.**
- No Pins, staples, Cello tapes, Paper clips should be used on documents.
- The visa application process will take 05 operational days. In individual cases when further scrutiny is needed this period may extend. Applications should be submitted three months prior to the intended travel date to avoid any inconvenience.
- **The guarantor's bank statements are mandatory to submit with effect from 1<sup>st</sup> August 2025 onwards.**

**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

| No. | Documents Checklist   | YES | NO | N/A |
|-----|---|-----|----|-----|
| 1)  | <b>Application form</b>   |     |    |     |
|     | • Each applicant should fill in a separate form, including child applicants   |     |    |     |
|     | • Should be filled in Capital block letters (in clear handwriting/typed)  |     |    |     |
|     | • Name/s Should be written as per the passport  |     |    |     |
| 2)  | <b>Photograph</b>   |     |    |     |
|     | • 2-inch X 1.4-inch (45mm x 35mm) color photograph .7mm gap from head to top edge of photograph. Refer web site for sample photograph.  |     |    |     |
|     | • Full Face; clearly visible on white background  |     |    |     |
|     | • Recent photo which has been taken within last 6 months  |     |    |     |
| 3)  | <b>Valid passport</b>   |     |    |     |
|     | • 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)  | <b>Invitation/Sponsorship – General requirement</b> (All the following documents should be produced in Embassy-recommended format which can be downloaded through 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> ) |     |    |     |
|     | • List of Applicants – Original or copy   |     |    |     |
|     | • Invitation Letter – Original or copy  |     |    |     |
|     | • Guarantee letter – Original* or copy  |     |    |     |
|     | • Schedule of stay (Activities in day-order) or copy  |     |    |     |
|     | *Guarantee Letter is not needed if the applicant is bearing his/her own expenses.   |     |    |     |
|     | <b>Non-Japanese National Sponsor - additional</b>   |     |    |     |
|     | • Passport Bio page - Copy  |     |    |     |
|     | • Resident Card – Copy  |     |    |     |
|     | • Resident Certificate – Original or copy   |     |    |     |

|    |   |  |  |  |
|----|---|--|--|--|
|    | <ul style="list-style-type: none"> <li>*Income certificate – Original or copy</li> </ul>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>*Bank statements (E statements or originals or copies for 3 months)</li> </ul>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>*Employment Confirmation – Original; if applicable</li> </ul>  |  |  |  |
|    | <b>*Income certificate, Bank statement or Employment confirmation not needed if the applicant is bearing his/her own expenses.</b>  |  |  |  |
|    | <b>Japanese National Sponsor - additional</b>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Passport Bio page - Copy</li> </ul>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>Immigration Stamps if the sponsor has previously visited Sri Lanka</li> </ul>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>Koseki Tohon (Family registration); if applicable, a copy</li> </ul>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Income certificate – Original or copy</li> </ul>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Bank statements (E statements or originals or copies for 3 months)</li> </ul>  |  |  |  |
|    | <b>Accommodation Proof</b>  |  |  |  |
| 5) | <ul style="list-style-type: none"> <li>A detailed hotel reservation If the applicant intends to stay in a hotel</li> </ul>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>Sponsor's residence certificate if the accommodation is provided by the sponsor</li> </ul>   |  |  |  |
|    | <b>Travel Itinerary (Round-trip flight reservation)</b>   |  |  |  |
| 6) | <ul style="list-style-type: none"> <li>Embassy/ Visa Application Centre will not be liable for any financial loss in case of a rejection</li> </ul>   |  |  |  |
|    | <b>Proof of employment</b>  |  |  |  |
|    | <b>Employed:</b>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>Letter from employer stating the date of employment commencement &amp; confirming the period of approved paid or unpaid leave</li> </ul>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Salary Slips (In case the employer does not provide salary slips, relevant supporting documents and/or a letter should be produced.)</li> </ul>  |  |  |  |
| 7) | <b>Self-employed:</b>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Business registration – Original</li> </ul>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>Form 01/18/20/48 - Original</li> </ul>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Company Bank Statement (for the last 03 months) – Original</li> </ul>  |  |  |  |
|    | <b>Students:</b>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>Letter from school or university confirming the period of leave</li> </ul>   |  |  |  |
|    | <b>Personal Documents (Mandatory during each travel)</b>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>National Identity Card</li> </ul>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>Birth Certificate</li> </ul>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Marriage Certificate; if applicable</li> </ul>   |  |  |  |
| 8) | <ul style="list-style-type: none"> <li>Koseki Tohon (Family registration); if applicable</li> </ul>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Affidavit, if there is any misspelling in the name</li> </ul>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>Proof of relationship; as applicable</li> </ul>  |  |  |  |
|    | *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. |  |  |  |
|    | <b>Personal bank Details (Last 03 months)</b>   |  |  |  |
|    | <b>Current account/s</b>  |  |  |  |
|    | <ul style="list-style-type: none"> <li>Bank statements</li> </ul>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Bank Balance Confirmation</li> </ul>   |  |  |  |
| 9) | <b>Saving account/s</b>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Bank statements</li> </ul>   |  |  |  |
|    | <ul style="list-style-type: none"> <li>Bank Balance Confirmation</li> </ul>   |  |  |  |
|    | *Applicants can submit balance confirmation letter for all respective accounts currently opened under applicant's name including fixed deposits   |  |  |  |

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))

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

Comments: \_\_\_\_\_

Applicant / Travel Agent Signature: \_\_\_\_\_

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

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

VFS Officer's Signature:

\_\_\_\_\_