



Japan Visa Application Centre, Colombo

Transit Visa - Requisition Form and Checklist

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 photocopies.
- 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.**
- 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 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

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)	Application form			
	• 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)	Photograph			
	• 2inch X 1.4inch (45mm x 35mm) color photograph to be pasted on the application			
	• 7mm gap from head to top edge of photograph .Link for sample photo https://visa.vfsglobal.com/one-pager/japan/sriLanka/english/pdf/Required-photograph-Size-For-JP-visa.pdf			
	• Full Face; clearly visible on white background			
	• Recent photo which has been taken within last 6 months			
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			
	Travel Itinerary (Return or One-way flight reservation)			

4)	<ul style="list-style-type: none"> • Double or Multiple entries should be mentioned; if applicable 			
	<ul style="list-style-type: none"> • Discouraging paid flight tickets, as the Embassy/ Visa Application Centre will not be liable for any financial loss in case of a rejection 			

5)	Personal Documents (mandatory during each travel)			
	<ul style="list-style-type: none"> • National Identity Card (With English translation) 			
	<ul style="list-style-type: none"> • Birth Certificate (With English translation) 			
	<ul style="list-style-type: none"> • Marriage Certificate ,if applicable (With English translation) 			
	<ul style="list-style-type: none"> • Koseki Tohon (Family registration); if applicable, a copy 			
	<ul style="list-style-type: none"> • 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.				

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)