



Japan Visa Application Centre, Colombo

Short Term Stay- Tourism (Sightseeing) Requisition Form and Checklist

Office use only

Passport Number:	Name:

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 the set of photocopies separately).
- NIC, Birth/Marriage 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.**
- 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.

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			
	• 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)	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)	List of Applicants – Original			
	• Individual list			
	The above document should be in embassy recommended format which can be downloaded from the link below http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html			
	Schedule of stay			
	• Activities in day-order			
	The above document should be in embassy recommended format which can be downloaded from the link below http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html			
	Accommodation Proof			
	• A detailed hotel reservation If the applicant intends to stay in a hotel			
	• Sponsor's residence certificate if the accommodation is provided by a sponsor			
	Travel Itinerary			
	• Round-trip 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.			

8)	Proof of employment			
	Employed:			
	• Letter from employer stating the date of employment commencement & confirming the period of approved paid or unpaid leave			
	Self-employed:			
	• Business registration – Original			
	• Form 48 or 20 - Original			
	• Company Bank Statement (for the last 03 months) – Original			
9)	Students:			
	• Letter from school or university confirming the period of leave			
	Personal Documents (Mandatory during each travel)			
	• National Identity Card			
	• Birth Certificate			
10)	• Marriage Certificate; 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.			
	Personal Financial Records (Last 03 months)			
	• Salary Slips			
	Current account/s			
	• Bank Statement			
	• Bank balance Confirmation Letter			
	Savings Account/s			
	• Bank Statement			
• Bank balance Confirmation Letter				
Applicants can submit balance confirmation letter for all respective accounts currently opened under applicant's name including fixed-deposits				
• If the tour is sponsored by another person, his/her authorizing letter and latest 03 months bank statements and copies				

Previous Travel Records to Japan (Within the Last One Year)		
	From	To
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)

Comments:

Applicant / Travel Agent Signature: _____

Agency Name (If applicable): _____

Contact Number: _____

VFS Officer's Signature:
