

SHORT TERM STAY I

Required documents for nationals from countries NOT listed for visa exemption arrangements:

IMPORTANT!

- The applicant must submit documents in person, unless living in a remote area.
- All documents submitted with application **must be originals**. If you need to keep your original documents, please bring the original and one copy.
This office will not make copies.
- Documents submitted with the application will not be returned.
- Friends travelling together must prepare separate documents.

< Holiday, sightseeing, visiting friends or relatives >

The following must be submitted when applying for a visa:

1. A valid passport
2. A valid Australian visa (If you do not have an Australian visa label in your passport, you need to provide a document which shows your visa status in Australia.)
3. One completed visa application form
4. One recent (taken within the last 6 months) passport photograph (Australian standard size passport photo)
5. Flight schedule (If you are traveling through another country before you visit Japan, a **full flight schedule** is required starting from Australia, not only the flight itinerary to and from Japan.) If you haven't purchased your tickets, please type up your intended flight schedule.
6. An official letter is required from your employer confirming your employment and the length of time you have been with that company. **Alternatively** if you are a **student**, an official letter from your school or university confirming your enrolment and duration of course (this letter must be current, and **not** the CoE)
Please note: This employment/enrolment letter must include a recent date, signature and a company/school letter head.
★ If you are not employed nor a student and are unable to provide this document, please contact the Visa Section on **07-3221-5188**.
7. Copies of the applicant's official bank statement for the last three months with a current balance (*the current balance must show **sufficient funds** for the trip to Japan*).
If your recent official bank statements do not cover the period for the last three months up to the date of your visa application and do not show the current balance, please attach additional printouts of **transaction history** for the period which the statements do not cover. When you wish to submit printouts from online banking, they need to be stamped by the bank.

★ You must read the **IMPORTANT** information below (*down at the bottom*).

< Business >

The following must be submitted when applying for a visa:

1. – 5. Same documents as above
6. An original letter on company letterhead from the applicant's Australian employer which must include the nature of the business trip, applicant's position, schedule, length of stay, and the company's financial responsibility for the expenses incurred during the trip.
7. A letter of invitation from the company in Japan (which can be faxed)

<Attending an academic conference >

The following must be submitted when applying for a visa:

1. – 5. Same documents as above
6. A letter from the home institution (in Australia) confirming your enrolment or employment
7. Details of the conference (schedule, purpose, venue, etc)
8. A letter of invitation or a proof of registration
9. If the expenses associated with the trip are to be borne by the home institution, this must be verified in writing in the letter from the home institution (item 5 above).
If the expenses associated with the trip are to be borne by the individual (i.e. visa applicant), copies of the individual's bank statements for the last 3 months, with a current balance, are required.

< Transit Visa >

The following must be submitted with the application for the visa:

1. A valid passport with a valid Australian visa
 2. One completed visa application form
 3. One recent (taken within 6 months) passport photograph (Australian standard size)
 4. Flight itinerary (full flight itinerary from an accredited travel agent or airline)
 5. Copies of the applicant's full bank statement for the last 3 months with a current balance (if you are staying overnight to catch the next flight available, you are able to submit a proof of an accommodation arrangement instead).
 6. A visa for the next country you will visit after Japan
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IMPORTANT!

- ★ If you are planning to continue your journey to another foreign country following Japan, the applicant must have the appropriate visa for that country before applying for the Japanese visa.
- ★ Additional documents may be requested if necessary.
- ★ Please do not leave any blank spaces on the application form. If a question is not applicable to you, please put “N/A”.
- ★ Processing time is a minimum of 3 working days.
- ★ Visa fees vary. Please enquire to the Visa section.
- ★ If you would like to request the return of your passport by mail, please bring a self-addressed prepaid *Registered Post* envelope (available from Australia Post) and allow extra time for the mail delay.