

SHORT TERM STAY

Required documents for all nationalities

IMPORTANT!

- Additional documents may be required if necessary.
- Processing time is a minimum of 3 to 5 working days.
- Visas are valid for 3 months from the date of issue.
- Documents submitted with the application will not be returned.
- Each applicant (including children) must prepare separate documents.
- Visa fees vary. Please enquire to the Visa section.
- Visa applications must be submitted in person. Please contact us if the applicant is unable to submit the application themselves as additional documents may be required.

Nationals from **Russia, Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyz, Moldova, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan** must provide 2 visa application forms and 2 photos

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The following must be submitted when applying for a visa:

1. A valid and original 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

Please fill in **ALL** the lines. If a question is not applicable, please put "N/A". If you are unsure, leave blank for the time being.

4. One recent passport photograph (taken within the **last 6 months**) (Australian standard size passport photo, 4.5cm x 3.5cm or 4.5cm x 4.5cm)

5. Flight schedule

Full flight schedule (*including ALL transit destinations*).

*We do not require the purchase of tickets.

If you haven't purchased your tickets, please type up your intended flight schedule showing all intended transit destinations.

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.

If your trip will not be covered by your company and you will be paying for the trip, please also submit your own personal bank records. Your savings and investment account details covering the most recent 3 months of transaction records up to the day of your application, including the current balance, current address and your full name.

* Current balance must show sufficient funds for the trip to Japan

* Transaction lists printed out from online are acceptable as long as they show the above information

7. A letter of invitation from the company in Japan

8. A letter of guarantee from the company in Japan

9. Schedule of stay

10. Documents regarding the business operation of the sponsor in Japan

- *transcript of corporate registration (Tohki jikoh shomeisho)
- *balance sheet and profit and loss statement (Son eki keisansho)

11. Entrants, Returnees Follow-up System (ERFS) Registration Certificate

(nyukokusha kenkou kakunin sisutemu, 入国者健康確認システム (ERFS))

The sponsor of your visa (i.e. the company in Japan you will be meeting with) must be the one to register you.

[「外国人新規入国オンライン申請」の受付開始について | 厚生労働省 \(mhlw.go.jp\)](https://www.mhlw.go.jp/stf/seisakunitsuite/syuho.html#shingaku)

Please be aware that PRIOR to submitting your visa application your sponsor in Japan (employer) must complete this registration. Without this procedure, your visa application cannot be accepted.

*Please use the form provided on our website under the “Download Forms” section