

## SHORT TERM STAY

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

#### **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

#### **< Holiday, sightseeing >**

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**  
(Please fill in all the lines. If a question is not applicable, please put "N/A" or "NO")
4. **One recent passport photograph** (taken within the **last 6 months**)  
(Australian standard size passport photo, 4.5cm x 3.5cm)
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. **Bank account details** of your savings or investment account 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.

\*The 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 visa for the next country** that you will visit after Japan (if applicable)

### **<Visiting friends or family/relatives>**

The following must be submitted when applying for a visa:

1. – 7. Same documents as above
8. An invitation letter from the friends or the family/relatives whom you are visiting.

### **< 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 the current balance, are required.

### **< Participating in a school trip>**

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

1. – 5. Same documents as above
6. A letter from the school confirming your current enrollment, nature of the trip and that the expenses for the trip have been fully paid to school.

### **< 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 the last 6 months) passport photograph  
(Australian standard size passport photo, 4.5cm x 3.5cm)
  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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