

## SHORT TERM STAY - <Business>

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

### <List of Required Documents>

1. **A valid passport**
2. **A valid Australian visa**  
Please print of your Australian Visa Entitlement Verification Online (VEVO) or Visa Grant Notice
3. **One completed [Visa Application Form](#)**  
Please fill in all sections. If a question is not applicable, please put "N/A".
4. **One recent passport photograph** (taken within the **last 6 months**)  
Australian standard-sized passport photo (4.5cm x 3.5cm) of good quality.  
If it is not a recent photo, please take a NEW photo and ensure it is printed on photo paper, NOT generic printing paper.
5. **Flight schedule shown with either a printed off screenshot of intended flights or flight confirmation**  
A full flight schedule is required starting from Brisbane or Gold Coast, showing ALL transit destinations before and after Japan and returning to Brisbane or Gold Coast. If you will move to another state or will not be returning to Australia after your trip, please submit a letter specifying those details.
6. **[Schedule of Stay](#)**  
Please complete this in detail showing your daily activities while in Japan and clearly show your intended accommodation at each location including name, address and contact details.
7. **An original letter on company letterhead from the applicant's Australian employer.**  
The letter must include: the nature of the trip, applicant's position at the company, length of stay and the company's financial responsibility for the expenses incurred during the trip.  
*If the applicant will also holiday during their business trip copies of the individual's bank statements for the last 3 months are also required.*
8. **[Letter of Invitation](#)** from the inviting company in Japan
9. **A visa for the next country** that you will visit after Japan (if applicable)

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*IF THE COMPANY IN JAPAN WILL BE FINANCIALLY RESPONSIBLE FOR THE TRIP INSTEAD OF THE AUSTRALIAN COMPANY, THE DOCUMENTS BELOW ARE ALSO REQUIRED.*

10. **[Letter of Guarantee](#)** from the company in Japan
11. **Documents regarding the business operation of the sponsor in Japan**
  - \*Transcript of corporate registration (tohki jikoh shohmeisho)
  - \*Balance sheet and profit and loss statement (son'eki keisansho)
  - \*[An overview of the company/organisation](#)