

## SHORT TERM STAY - <Attending an Academic Conference >

\*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** - PRINT your Visa Entitlement Verification Online (VEVO) or Visa Grant Notice
3. **One completed [Visa Application Form](#)**  
Complete 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. **A letter from the home institution** (in Australia) on letterhead confirming your enrolment or employment, your position, date of employment or enrollment, purpose of visit, length of stay and details on who will be covering the costs of the conference.
8. **[Letter of Invitation](#)** for those who have been invited to participate  
For those who have NOT been invited, provide proof of registration.
9. **Details of the conference** including details such as the purpose, venue, daily schedule etc.
10. **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.**  
If the expenses associated with the trip are to be borne by the individual (i.e. visa applicant) or if you will also holiday while on your trip, copies of the individual's bank statements for the last 3 months, with the current balance, are required.
11. **A visa for the next country** that you will visit after Japan (if applicable)

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

12. **[Letter of Guarantee](#)** from the company in Japan
13. **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)
  - \*[An overview of the university/organisation](#)