

## SHORT TERM STAY <Business> (as of 15/12/2025)

\*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 linked to your current passport number**  
Please print out 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 as the final destination after your trip, please submit a letter specifying those details.
- 6. [Travel Itinerary \(Schedule of Stay\)](#)**  
Please complete this in detail showing your daily activities in detail for each day while in Japan and clearly show your intended accommodation at each location including name, address and contact details for your entire trip.  
If you also plan to holiday during your academic conference trip, please also include the related daily activities in detail for each day while in Japan ("sightseeing" is NOT accepted, listing only the city is also NOT accepted).
- 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 you also plan to holiday during your business trip, copies of the individual's bank transaction records for the last 3 months up to the day of your application are also required. Transaction records must include the current balance, current address & full name.*
  - ✧ Any large amounts of deposits must be verified with extra documents
  - ✧ Constant transfers from your other account into savings will require you to also bring 3 months of the other account transaction records
- 8. [Letter of Invitation](#) from the inviting company in Japan**
- 9. A PRINTED copy of your current, valid passport (passport information page)**
- 10. 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.

- 1. [Letter of Guarantee](#) from the company in Japan**
- 2. Documents regarding the business operations 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](#)