

*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 THE REQUIRED DOCUMENTS

1. A valid passport

(MRP/e-passport in compliance with the ICAO standard only)

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 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-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 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 official original letter on company letterhead from the applicant's Australian employer which must include:

- Confirming the applicant's employment
- Applicant's position
- The length of time that the applicant has been with that employer
- Nature of the business trip
- Length of stay
- Details on who will be covering the costs of the conference.

8. Details of the conference such as the purpose, venue, daily schedule etc. provided by the organisers or printed off screenshots from the official website.

9. Letter of Invitation for those who have been invited to participate For those who have NOT been invited, provide proof of registration/receipt of registration fees provided by the organisers or from an official website.

10. 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 your bank transaction records for the last 3 months up to the day of your application (showing current balance, current address and full name) are required.

* 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

11. A PRINTED copy of your current, valid passport (passport information page).

12. A visa for the next country that you will visit after Japan (if applicable)

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

13. Letter of Guarantee from the company in Japan

14. 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 org