

JAPAN TOURIST VISA REQUIREMENTS

1. PASSPORT

- Valid within 6 months from return date / Signed Passport for new Series issued by DFA
- Broken lamination of the picture portion will not be accepted. / must have at least 2 blank pages left in the passport

2. VISA APPLICATION FORM

- No omissions on the application forms.
- Please **PRINT IN A4 SIZE** bond paper and Used **BLACK PEN** only.
- In case there is a need to make correction on the application form, please refrain from using correction fluid. Instead, use a double line to erase/correct the wrong information.

3. PHOTO

- (1 Copy of 4.5cm x 4.5cm with white background)
Please attach only a clear photo as proof of the applicant's identity on the application form.
Inappropriate photos: blurred photos that reflect on the camera lens, pixilated and significantly low resolution photos taken by digital cameras.

4. BIRTH CERTIFICATE (original)

(PSA issued with receipt and valid within 1year) IN CASE OF NON-RECORD OF REGISTRATION OF LIVE BIRTH additional requirements are as follows:

- Non-Record in the NSO - Need certificate of Non-Record from the NSO with BIRTH CERTIFICATE from the LOCAL CIVIL REGISTRAR
- Non-Record in the NSO and LOCAL CIVIL REGISTRAR - Need certificate of Non-Record from the NSO and the LOCAL CIVIL REGISTRAR

IF NSO ISSUED RECORD IS NOT CLEAR

- BIRTH CERTIFICATE from the LOCAL CIVIL REGISTRAR

5. MARRIAGE CONTRACT (original)

(If Married) NSO issued and valid within (1)year Applicants holding (old or valid) passports with used Japan Visa will be exempted from submitting of marriage contract.

- In case of non-record, you must submit certificate of non-record together with the one from local civil registrar.

6. FOR STUDENT

- School ID photo copy
- School Certificate / Record (*Form 137 or report card*) (Need contact tel # of the school)
- School Year Book (if applicable) (Need contact tel # of the school) if you can't prepare these documents, please submit explanation letter or affidavit.

7. TOUR ITINERARY/ Daily Schedule in Japan

(Prepared by the travel agency) There should be no inconsistencies on the contents of the application forms and the accompanying documents.

8. BANK CERTIFICATE

- **Must be Major Banks** (like BDO, BPI, PS BANK, PNB, and so on)

9. COE (*Certificate Of Employment*) if employed, **OEC** (*Overseas Employment Certificate Contract of Employer or by Agency*) if OFW and **Seamans Book** if seafarer.

10. INCOME TAX RETURN (**Form 2316 or 1701**) Original and (1) photocopy.

- For with Business/Corporate DTI or SEC with GIS
- Mayor's Permit

11. GUARANTEE LETTER

- If a person other than the applicant will bear/ shoulder the travel expenses, please be sure to submit a guarantee letter and passport or any proof of identification from guarantor. For family group tours, we used to accept applications without requiring the parents to submit a guarantee letter for their child /children when they file their visa application together. However, to date, please submit a guarantee letter that includes and clearly specifies the relationship of the guarantor to the applicant at all times.