

REMARKS:

** PLEASE SUBMIT AT LEAST 3 WEEKS before travel date TO AVOID DELAY OF VISA* **
APPLICATION FORM and requirements must be printed/photocopied in A4 SIZE BOND PAPER ** **
ADDITIONAL REQUIREMENTS MAY BE REQUIRED BY THE EMBASSY ** ** KINDLY TAKE NOTE
THAT ALL DOCUMENTS WILL NOT BE RETURNED EXCEPT FOR THE PASSPORT **

Processing time: 10 working days or more

GENERAL REQUIREMENTS:

1. NEW & OLD PASSPORT

- Passports must be signed and must have at least 2 blank visa pages.
- MUST SUBMIT OLD PASSPORTS FOR THE PAST 5 YEARS EVEN W/OUT OLD JAPAN VISA

2. APPLICATION FORM

- Handwritten
- use BLACK ball pen ONLY
- printed in A4 Size bond paper
- write in BOLD LETTERS (ALL CAPITAL LETTERS)

3. TWO recent colored 4.5cm x 4.5cm (2x2 size) picture

- white background
- With collar and sleeves
- HD Resolution (high quality photo)
- Neutral Expression (no smiling)
- NO ACCESSORIES (Earrings, eyeglasses, hat)
- LIGHT MAKEUP ONLY (for ladies)

4. DAY TO DAY ITINERARY

5. Flight Itinerary

6. ORIGINAL Bank Certificate worth PHP100, 000 above (3months)

7. ORIGINAL PSA Birth Certificate issued within the year from the time of filing • If the birth certificate from (PSA) is unreadable, or has incomplete information, please submit the birth certificate issued by PSA together with a birth certificate issued by the Local Civil Registrar.

- If the birth certificate is “late registration”, please submit in addition, a baptismal certificate and school record (Form 137) from high school or elementary and School Yearbook (if possible).
- If there is no record in PSA, please submit a “Certificate of Non-Record” from PSA together with a birth certificate from the Local Civil Registry

8. ORIGINAL PSA marriage certificate (if married) issued within the year from the time of filing

EMPLOYEE

General Requirements plus

1. **ORIGINAL Certificate of employment** stating position, tenure of service and gross annual income with approved and signed leave of absence
2. **Photocopy of Company ID**
3. **Latest ITR**

BUSINESSMEN/SELF EMPLOYED

General Requirements plus

1. **DTI and/or SEC Business Registration Certificate**
2. **LATEST Business Permit**
3. **Latest ITR**

RETIRED

General Requirements plus

1. Photocopy of Senior ID

FOR MINORS /STUDENTS

General requirements plus:

1. Guarantee Letter (see attached file, printed in A4 Size bond paper)
2. Notarized Affidavit of Support and Consent
3. Photocopy of Parent's Passport bio page and Japan Visa
4. ORIGINAL SCHOOL CERTIFICATE
5. PHOTOCOPY SCHOOL ID (Front & Back)
6. ORIGINAL PSA BIRTH CERTIFICATE (even with previous Japan visa)

FOR FAMILY:

General requirements plus

PROVIDE as proof of relationship (even with previous Japan visa)

1. ORIGINAL PSA BIRTH CERTIFICATE
2. ORIGINAL PSA MARRIAGE CONTRACT

FOR RENEWAL without GUARANTOR:

General Requirements plus

1. provide old/valid passports with used Japan visa.
- NO NEED TO PROVIDE ORIGINAL PSA BIRTH CERTIFICATE & MARRIAGE CONTRACT

FOR RENEWAL WHO ARE STILL SUPPORTED BY PARENTS /OTHER FAMILY MEMBERS

(even with previous Japan visa)

General Requirements plus :

1. Guarantee Letter (see attached file, printed in A4 Size bond paper)
2. Proof of relationship between applicant and guarantor (e.g. Original Birth Certificates etc.)
3. ORIGINAL Bank Certificate

4. Income Tax Return (ITR Form 2316) of Guarantor
5. if employed: Original COE
6. if self-employed: Business registrations