

JAPAN TOURIST VISA REQUIREMENTS

Main Requirements

1. **Philippine Passport**
 - Broken lamination of the photo part is not accepted. Must be valid 6 months prior to travel date. Must have signature and have at least two (2) blank pages.
2. **Visa Application Form**
 - **Must be printed on A4-sized paper.**
 - Completely filled out and signed. **Leave blank all spaces that are not applicable.** Complete the Hotel Name/Address/Contact Details and Name of Airline. Embassy may not accept application with no signature or no date in the form, or with erasures; may deny the application that is filled out incorrectly or with wrong information.
3. **Photo**
 - Specs: 4.5cm x 4.5cm with **white background**. Photo must be taken within 6 months from date of application. Please write applicant's name and birthdate on back side of the photo and must be attached on the application form
4. **Birth Certificate – PSA Original at least 1 year valid at the time of application** (please refer to the “**Additional Requirement for Birth Certificate**” if Birth Certificate is Late Registration or Non Record or Unreadable)
5. **Marriage Certificate – PSA Original at least 1 year valid at the time of application** (if the applicant is married).
 - In case there is no record, please submit “**Certificate of Non-Record**” from PSA together with the Marriage Certificate from the Local Civil Registrar.
6. **Daily Schedule in Japan (TAIZAI NITTEIHYO)**
7. **Bank Certificate** (Original - valid at least 3 mos. from the date of issue)
 - *For Foreign Nationals* – photocopy of bank statement with contact details if the account is outside the Philippines
8. **Clear Photocopy of Latest Income Tax Return (Form 2316/1700/1701/1702)** Please submit the form applicable.
 - Copy of DTI / SEC if the applicant is submitting the company ITR.
 - Explanation letter if the applicant cannot submit due to the following reason:
 - a. *If the applicant has no Guarantor but will submit Bank Certificate*
 - Retired
 - Housewife
 - Senior Citizen
 - b. *If the applicant is an OFW.*
9. Signed **Letter of Guarantee** from the Guarantor (indicating the name) if applicant/s cannot provide the financial documents (Bank Certificate & ITR).
 - Please submit proof of relationship between applicant and guarantor (e.g. Birth Certificate, etc.)
 - Please submit original bank certificate & ITR of the guarantor
 - Passport copy or 2 valid IDs (government issued) of the guarantor
 - Guarantor can be:
 - a. Parent (either Father or Mother) – if travelling with minors or unemployed children
 - b. Husband or Wife – if one of them is not submitting financial documents
 - c. Immediate Relative – if the applicant is a Senior Citizen and will not be able submit financial documents
 - d. Company - for sponsored trips
10. **Affidavit of Discrepancy** - if there is a problem with the spelling of names or birth dates in the Birth Certificate and Passport. (if applicable only)
11. **Copy of I-CARD or AEP– For Foreign National**
 - Visa application of foreigners who are on short-term (temporary) visa in the Philippines cannot be accepted. Please apply at the Japanese Embassy / Consulate General with jurisdiction over the area in which the applicant resides or over the country of which the applicant's passport was issued.
12. **Certificate of Employee** (Original - valid at least 3 mos. from the date of issue)
13. **Authorization Letter** (per applicant)
14. **Multiple Entry Request Form (for multiple entry tourist visa applications only)**

Exemption for Birth Certificates & Marriage Contract

1. Applicant is exempted to submit birth certificate or marriage contract if he/she has used Japan Visa (old / new passport).

Additional Requirement for Birth Certificate

1. If PSA Birth Certificate is **unreadable** or if there is **no record in PSA** (in addition to “**Certificate of Non-Record**” from PSA Headquarters, submit Birth Certificate from Local Registrar
2. If PSA Birth Certificate is “**Late Registration**” submit **photocopy of baptismal certificate and FORM 137 from Elementary of High School** (please indicate complete address and landline number of the church and the school).

NOTES:

1. Japan Tourist Processing takes **7 – 10 working days**.
2. Submission of requirements does not guarantee issuance of visa and is under the discretion of the embassy.
3. Documents submitted for application will **NOT** be returned.
4. For documents that cannot be submitted, Letter of Explanation written by the applicant should be submitted.
5. Reason for denial of visa will not be disclosed even if an inquiry is made. At the same time, if a visa application is denied, there is no appeal and applicant may only re-apply for the same purpose after six (6) months.
6. The Japan Embassy may still require supplementary documents.