



Japan Document Checklist

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Japan Tourist Visa Document Checklist

Document	Description	Format
Original Passport	- Original current valid passport - Should at least two blank pages	
Old Passport	If any	
Visa application form	A completely filled and signed Visa Application Form	Visa Application Form
Passport size photo	- Should be 2*2 inch in size, color with white background and print on good quality paper. - For Bangalore jurisdiction photograph should be 35*45 mm. - Photograph should be taken within the last 6 months.	
Cover letter	- Indicating the purpose of visit and day to day details. - Should be signed by the applicant - If self employed covering letter on company letterhead	Cover Letter Template
Flight ticket	Confirmed flight ticket	
Hotel booking	Confirmed hotel booking for the entire stay	
Travel itinerary	Detailed day to day itinerary	Itinerary Template
Bank statement	- Personal bank statements of last three months - Incase of bank passbooks, kindly submit the copy passbook	
IT return	- Income Tax Return for the last 02 year - For Kolkata and Chennai jurisdiction: 3 years Income Tax Return	
If employed	Employer NOC	Employer NOC Template
If self-employed	Proof of ownership or company registration certificate	
Copy of Japan Visa of accompanying adult	Applicable only if traveling with another adult who is not submitting the visa application together	
Residence proof	Any residence proof in jurisdiction of the consulate	
If Student or dependent	- Consent from the parents / spouse - Copy bank statement of last three months for parents/spouse - Latest Income Tax Return for parents/spouse (in case income tax not available then submit bank statement of last 6 months) - Student Identity Card copy - Proof of Relationship: Incase the applicant is accompanied by any dependant, i.e. Passport copy, Marriage Certificate, Birth Certificate.	
Copy of Passport Pages	- Clear photocopy of passport first and last page - All pages of your travel document containing visas, entry and exit stamps	

Japan Additional Information Required

Info	Details
What is your marital status?	Pick one: Single, Married, Divorced, Widowed, Unmarried Partner, Separated
What is your employment status?	If Student , mention: name of the Institution, Institute address, Institute address and Institute email If Employed , mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email If Unemployed , mention last job role and last date of working If Self Employed , mention: Job Title If Retired , mention: Date of retirement If Other , mention details on the other employment status