



Japan Visa Application Centre, Colombo

Medical Stay Visa - Requisition Form and Checklist

Office use only

Passport Number:	Name:

Important note:

- Documents should be sorted according to the checklist.
- All original documents should be submitted along with a set of A4 sized photocopies.
- NIC, Birth/Marriage/Divorce/Death certificates (if applicable) are mandatory, during each travel. (If NIC Number does not match with the Passport, Alteration/Observation should be endorsed in the passport.)
- **All documents (including the NIC) in Sinhalese or Tamil languages must be submitted with an official English translation by a sworn translator.**
- All original documents from Sponsor have to be submitted along with the courier cover.
- No Pins, staples, Cello tapes, Paper clips should be used on documents.
- The visa application process will take 05 operational days. In individual cases when further scrutiny is needed this period may extend.

Necessary documents (as applicable):

- If under the age of 16, **Parent's consent letter for the child/ren to travel abroad** (separate letters for both parents)
- **Explanation letter for not producing a local marriage certificate** due to marriage in Japan
- **Declaration Form** if the COE is expired

No.	Documents Checklist	YES	NO	N/A
1)	Application form			
	• Each applicant should fill in a separate form, including child applicants			
	• Should be filled in Capital block letters (in clear handwriting/typed)			
	• Name/s Should be written as per the passport			
2)	Photograph			
	• 2-inch X 1.4-inch (45mm x 35mm) color photograph to be pasted on the application			
	• 7mm gap from head to top edge of photograph .Link for sample photo https://visa.vfsglobal.com/one-pager/japan/sriLanka/english/pdf/Required-photograph-Size-For-JP-visa.pdf			
	• Full Face; clearly visible on white background			
	• Recent photo which has been taken within last 6 months			
3)	Valid passport			
	• The surnames and other names should tally with the NIC			
	• 2 copies of passport bio page (Page No. 2,3)			
	• 1 copy of alteration page (Page No. 4,5); if applicable			
	• Passport should contain at least two blank pages			
4)	Certificate of Eligibility			
	• Original COE with a photocopy of both sides			

5)	Planned medical services and references in Japan		
	Certificate from a medical institution about the planned medical services and references from a Guarantor in Japan		
6)	Documents to prove medical history		
	Diagnosis Card from a registered Government medical officer together with previous medical history reports		
	A letter from the Doctor recommending treatment overseas		
7)	List of applicants		
	If the patient is accompanied by another person		
8)	Documents showing the patient's financial situation (Last 3months)		
	If Current Accounts (Bank statements/Bank balance confirmation Letter)		
	If Savings Accounts (Bank statements/Bank balance confirmation Letter)		
	if the tour is sponsored, his/her authorizing letter/Bank Balance Confirmation & bank statements		
9)	Medical Treatment Plan		
	If the foreign patient needs to make multiple visits to Japan to receive treatment		
10)	Travel Itinerary (Round trip flight reservation)		
	Discouraging paid flight tickets, as the Embassy/ Visa Application Centre will not be liable for any financial loss in case of a rejection		
11)	Personal Documents (mandatory during each travel)		
	National Identity Card		
	Birth Certificate		
	Marriage Certificate/ Divorce Certificate/Death Certificate; if applicable		
	Koseki Tohon (Family registration); if applicable		
	Affidavit, if there is any misspelling in the name		
*In such cases where the applicant's originally given name is amended/parts of names do not appear on NIC, Passport and Birth certificate names and/or do not tally with each other (ex: due to misspelling, unnecessary spaces...etc.) passport endorsement with correct bio-information should be made accordingly.			

Previous Travel Records to Japan (Within the Last One Year)		
From	To	Number of Days
1.		
2.		
3.		

❖ Required Documents for Nationals of China, Russia, CIS, Georgia and Philippines, please visit the following website of Embassy of Japan in Sri Lanka (http://www.lk.emb-japan.go.jp/itpr_en/00_000095.html)

Comments:

Applicant / Travel Agent Signature: _____
 Agency Name (If applicable): _____
 Contact Number: _____

 (VFS Officer's Signature)