

No. 6 Special Visit with Certificate of Eligibility

Name

Email

Contact

- Japan Visa Application Centre in Makassar only accepts visa applications from applicants holding a KTP under the jurisdiction of the Consulate-General of Japan in Makassar
- All documents must be printed on A4-size paper
- The use of staplers is not permitted
- All documents must be arranged according to the checklist in the correct order from top to bottom

Sr	Required Documents/Evidence	Detail	Document Type	
			Original	Copy
1	Passport			
2	Visa Application Form	Signed by the applicant. If the applicant is a minor or has a disability, the parent may sign on behalf of the applicant		
3	1x Photograph	A colour photo taken within the last 6 months (4.5 cm × 3.5 cm, white background; do not wear white or light-coloured clothing)		
4	Certificate of Eligibility (COE)	Both-side copy or email (valid for 3 months from issuance)		
5	KTP	Original and front-side copy		
	KITAS/ITAS Printout (If the applicant is not an Indonesian citizen)	Both-side copy		
6	Family Certificate			
7	Marriage Certificate	Only if the applicant accompanies their spouse in Japan		
8	Student ID (Original and Copy) or Certificate of Enrolment (Original or Copy) (If the applicant is a university student)	If submitting a student enrolment letter, please provide the most recent version		
9	Employment Certificate (Original or Copy)	Employment certificate on company letterhead stating the applicant's name and position. For business owners or self-employed applicants, an NIB under the applicant's name is required. If the NIB is under the company's name, attach the SIUP/SITU or company deed showing the applicant as the owner. If no NIB is available, a business certificate issued by the local government is required		
		Student certificate from the LPK (if the applicant is an LPK student or if their COE status is Technical Intern Training)		
10	Letter of Acceptance / Notice of Admission	Only if the applicant's COE status is Student		
11	E-KTKLN or Siap Kerja	Only if the applicant's COE status is Specified Skilled Worker (for 'Siap Kerja', submit the barcode page and all components included in the resume page)		
12	Consent Letter with Visa Applicant Signature Submitted with Representative ID Copy (If the visa application is submitted by a representative)	Consent letter signed by the visa applicant, submitted together with a copy of the representative's ID, evidence of relationship, and an assignment letter from the company (if the representative is a colleague)		
13	Others (Optional only)			

- ☐ I hereby acknowledge that I have submitted all the documents ticked and/or described hereinbefore, any false document or inaccurate statement thereof, intentionally or negligently, may result in refusal of visa, and issuance of visa, including conditions thereof, if given, is subject to solo discretion of the Embassy of Japan in Indonesia.
- ☐ I understood that all support document submitted above except from passport cannot be returned after visa assessment.
- ☐ I understood that even if I have submitted all documents as per the checklist above, there is a possibility that the Embassy of Japan might ask for additional documents that are not listed above.

Applicant Signature _____

Date _____/_____/_____

VFS Staff Signature_____