



Japan Visa Application Centre, Colombo

Long Term Stay - Requisition Form and Checklist (Student / Dependent / Employment and other)

Office use only

Passport Number:	Name:

Important note:

- **DOCUMENTS SHOULD BE SORTED ACCORDING TO THIS CHECK LIST.**
- All original documents should be submitted along with a set of A4 sized photocopies (Please bring the set of photocopies separately).
- 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.**
- 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			
	• 45mm x 35mm color photograph to be pasted on Individual Number Card Form.			
	• Full Face; clearly visible on white background			
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 or Photocopy of COE or Electronic COE			
5)	Special requirements			
	Individual card Number Form			
6)	Travel Itinerary (One-way 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 if the Visa application is not processed in accordance to the scheduled flight bookings given to the embassy.			
	If the sponsor is in Sri Lanka, sponsor's re-entry permit copy and travel itinerary			
7)	Personal Documents (mandatory during each travel)			
	National Identity Card (With English translation)			
	Birth Certificate (With English translation)			
	Marriage/ Divorce/Death Certificate/s; if applicable (With English translation)			
	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.			
8)	If dependent,			
	Sponsor's Passport Bio page copy			
	Resident Card copy			
	*Resident permit should be valid for 3 months from the applicant's date of departure. If not, Resident card extension receipt copy should be produced.			
	If employment,			
	If Technical Intern Trainee, Employment contract copy			
	If Engineer /Specialist in Humanities Inter'l Services, Employment contract copy			

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

❖ 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:
