Japan Visa Application Centre, Colombo

Short Term Stay- Tourism
(Sightseeing or Transit)
Requisition Form and Checklist

Office use only

Passport Number:	Name:

Important note:

- Documents should be sorted according to this checklist.
- All original documents should be submitted along with a set of A4 sized photocopies (Please bring the set of photocopies separately).
- NIC, Birth/Marriage certificates (if applicable) are mandatory, during each travel. (If NIC Numberdoes 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. Applications should be submitted three months prior to the intended travel date to avoid any inconvenience

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

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. (7mm gap from head to top edge of photograph.) Refer web site for sample photograph.			
	• 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)	**List of Applicants – Original**			
	• Individual list			
	The above document should be in embassy recommended format which can be downloaded from the link below http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html			
5)	**Schedule of stay**			
	• Activities in day-order			
	The above document should be in embassy recommended format which can be downloaded from the link below http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html			
6)	**Accommodation Proof** ※**If only Transit purpose and stay in the airport, accommodation proof not applicable**			
	• A detailed hotel reservation If the applicant intends to stay in a hotel			
	• Sponsor's residence certificate if the accommodation is provided by a sponsor			
7)	**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.			

	• Double or Multiple entries should be mentioned; if applicable			

8)	**Proof of employment ※If Transit purpose, Proof of employment not applicable**			
	Employed:			
	• Letter from employer stating the date of employment commencement & confirming the period of approved paid or unpaid leave			
	Self-employed:			
	• Business registration			
	• Form 48 or 20			
	• Company Bank Statement (for the last 03 months)			
	Students:			
	• Letter from school or university confirming the period of leave			
9)	**Personal Documents (Mandatory during each travel)**			
	• National Identity Card			
	• Birth Certificate			
	• Marriage Certificate; 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.			
10)	**Personal Financial Records (Last 03 months)**			
	• Salary Slips			
	Current account/s			
	• Bank Statement			
	• Bank balance Confirmation Letter			
	Savings Account/s			
	• Bank Statement			
	• Bank balance Confirmation Letter			
	Applicants can submit balance confirmation letter for all respective accounts currently opened under applicant's name including fixed-deposits			
	• If the tour is sponsored by another person, his/her authorizing letter and latest 03 months bank statements and copies			

Previous Travel Records to Japan (Within the Last One Year)			
	From	**To**	**Number of Days**
1.			
2.			
3.			
4.			
5.			

❖ **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 Numb : _____

VFS Officer's Signature: