

Japan Visa Application Centre, Kathmandu

DOCUMENTS REQUIRED (Short Term Business Affairs):

1. Visa application form
 - Each applicant should fill in a separate form, including child applicants. Form should be printed on both sides. The contact number must belong to the applicant.
2. Valid Passport
 - Passport should contain at least one blank page. 3 Copy of Bio Page.
3. Photograph
 - Photo size should be 45mm X 35mm.
 - Full Face (looking straight forward) on white background.
 - The photo should be clear and identifiable, taken within the last 6 months.
4. Confirmation slip to prove reservation of (Flight/cruise) with entry/departure date to/from Japan – Issued by Airlines company or Travel agency.
5. Proof of sufficient funds to defray all the expenses while in Japan. (Below all documents should be original)
 - Travel requisition by employer or
 - Letter of mission or
 - Similar documents to above
6. Certificate of employment (Original)
7. Certificate of Company Registration with English Translation if it is not in English and Japanese Language.

B. Prepared by inviting person/guarantor in Japan.

7. Invitation Letter or either of the following documents to explain activities in Japan
 - A contract of transaction between companies
 - Conference materials
 - Materials on trading goods, etc.
8. (When there are multiple applicants) List of Visa Applicants
9. Itinerary during stay in Japan
- C. Prepared by the guarantor in Japan who pays for the above-mentioned travel expenses.
10. Letter of guarantee
11. A certified copy of the incorporation register or overview of Company/Organization

(Note)

- A stock exchange-listed company does not need to submit a copy of the incorporation register or a Details of the company/organization if it submits its quarterly corporate report.
- When an individual is extending an invitation, submit the "Certificate of Employment" in lieu of a copy of the incorporation registers or an overview of the Company/Organization

Important notes:

- 1) Documents should be sorted according to the checklist.
- 2) All the documents mentioned in checklist are mandatory.
- 3) The visa application process will take 6 working days. In individual cases when further scrutiny is needed this period may extend.
- 4) All photocopies must be in A4 size including Bank Statement.
- 5) All original documents should be submitted along with a set of photocopies. (If it is not A4 size)
- 6) No Pins, Staples, Cello Tape, Paper Clips should be used on documents.
- 7) In case of a minor, parents or a legal representative can sign on visa application Form. Please indicate the relationship (e.g., signed by father/mother)
- 8) Equal set of copies is required per applicant if they are traveling together for same purpose.
- 9) Itinerary should match as per the ticket. The travel plan should be at least 10 working days after the day of appointment date.
- 10) Documents related to applicant which is issued in Nepal should be original. (In-case if the documents are in Nepali Language, it should be Notarized)