

JAPAN VISA REQUIREMENTS

- **Duly accomplished and signed application form.**
- **Two passport sized colored picture with white background** (must be taken within the last 6 months; do not staple the photos on the form)
45mm x 35mm passport size.
- **Original passport** (must be 6 months valid beyond intended stay and must have at least two blank pages) (signature on page 3)
- **Birth Certificate** (must be PSA issued within this year or 1 year)
- **Marriage Certificate** (must be PSA issued within this year or 1 year) (if married)
- **Daily travel itinerary** in JAPAN (we can provide)

For Employees: (additional requirements)

- **Original employment certificate** or COE (must include applicant's position, date hired, salary, date of return to work)
- **Copy of recent personal Income Tax Return** (with signatories)
- **Original bank certificate** addressed to the embassy with **ADB** and **bank statements** (if applicable) for the last 6 months transactions.
- **Copy of PRC/IBP ID** (if professional)
- **Copy of company ID**

IF the company will shoulder the trip:

- **Guarantee Letter**
- **Bank Certificate** (with ADB and addressed to the Japan embassy)
(applicant do not need to provide a personal Bank Certificate)
- **SEC with GIS**
- **Company's recent ITR** (with signatories and BIR received stamps)

Note:

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at **documentations@inflightmenuph.com** for queries and/or information in submitting the requirements.