

Kindly submit your application and supporting documentation, without staples, paperclips and sticky notes, in the FOLLOWING ORDER STARTING WITH YOUR APPLICATION FORM ON THE TOP.

1. **Passport**
Please ensure that the passport is valid for at least another six months and has at least two blank pages to affix the visa sticker.
2. **One (1) Application form** completed and signed by the applicant, **plus 1 (one) photograph** glued to the application form **(NO STAPLES / PRESTIK / STICKY TAPE / ADHESIVE TAPE / SELLOTAPE PLEASE)**.
3. **Copy of passport.**
4. **Non-SA passport holders should produce a copy of your SA Residence / permanent residence permit etc. (where applicable).**
5. **Invitation letter**, with all accompanying documentation received from Japan (Business purposes).
6. **Guarantee letter**, with all accompanying documentation received from Japan (Business purposes).
7. **Details of Company / Organization.**
8. **Employer's / university / school / Sport's Body letter** (on an official letterhead) - (Business purposes only and when attending a conference / sports event / school event).
9. **Full bank Statement of applicant / or business.**
10. **Daily Schedule** of your activities in Japan / Full Tour Schedule / Cruise ship Itinerary (Business, Tourists and visiting family and friends)
11. **Proof of hotel accommodation/hotel voucher/tentative booking** (Tourist and Business) - Please remove irrelevant and blank pages.
12. **Full Flight Schedule / flight reservation on a travel agent's letterhead** – you don't have to purchase the actual ticket, just a flight schedule is required (Tourist and Business)

(Insurance is not required as supporting documentation – please do not include this with your application).

Remove duplicate copies and blank pages please!

Visa applications will not be accepted if submitted 3 months prior to entry into Japan – (the validity of a visa is 3 months, meaning you have 3 months to enter from the date of issuance of the visa).

IMPORTANT NOTE:

Additional documents may be requested depending on each individual case and the Embassy reserves the right to request additional documentation even after the application has been submitted.