

TEMPORARY VISITOR VISA APPLICATION REQUIREMENTS

(Business trip, Cultural exchange, etc.)

A. Provided by visa applicant

- 1. One completed and signed Visa Application Form with photograph (passport-sized, taken within last 6 months
- 2. Valid passport
- 3. Copy of valid passport ID page and Finnish Residence Permit
- 4. Confirmation slip/certificate/other documents to prove reservation of air boarding ticket or information on planned schedule of flight with entry/departure date to/from Japan
- 5. Proof of sufficient funds to defray all the expenses while in Japan (Travel requisition by employer or Letter of mission or Similar documents to above)
- 6. Certificate of employment

B. Prepared by inviting person/guarantor in Japan

- 8. Invitation Letter or either of following documents to explain activities in Japan
 - (a) Translations of a contract between companies
 - (b) Conference materials
 - (c) Materials on trading goods, etc.
- 9. (When there are multiple applicants) List of Visa applicants
- 10. Itinerary during stay in Japan

C. Prepared by the guarantor in Japan who pays for the above-mentioned travel expenses

- 11. Letter of guarantee
- 12. A certified copy of the incorporation register or An overview of Company/
Organization

(Note)A stock exchange-listed company does not need to submit a copy of the incorporation register or an 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 register or an overview of the Company/Organization

※All documents should be A4 sized

※DO NOT close documents with stapler

Note: Citizens of Russia and NIS are required to submit TWO visa application forms and TWO passport-sized photographs.

In some cases, additional supporting documents may be required.

You should provide an original of each document.

We do not return the documents submitted. Therefore, if you need to keep the original documents, please submit the copy of the original documents with the original documents.

It normally takes 1-3 weeks to issue the visa.