



PASSPORT AND VISA SERVICES

TEL: 031 564 8222 FAX: 086 756 3166

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REQUIREMENT:

REQUIRED DOCUMENTS FOR ALL VISA APPLICATIONS

- (a) Valid Passport (valid at least 6-9 months from date of application)
- (b) 1 Application Form fully completed (read "Important Information to Avoid Delays") and 1 photograph 45mm x 45mm (faced straight towards the camera against a white or off-white background).
- (c) Full flight schedule from travel agent
- (d) Return airticket (photocopy will be accepted)

ADDITIONAL REQUIREMENTS:

BUSINESS VISA

- (a) ORIGINAL letter from applicant's company/employer in SA stating the nature of the visit, as well as the names and addresses of companies the applicant will visit in Japan. The letter must also confirm that the company will bear all costs for the visit
- (b) ORIGINAL letter stating company will bear all costs for visit.
- (c) Invitation letter from a company in Japan that the applicant intends to visit

TOURIST VISA

- (a) Daily itinerary of places where applicant will visit in Japan
- (b) Names and addresses of hotels with copy/copies of booking vouchers
- (c) ORIGINAL Bank letter stating applicant has sufficient funds for visit
- (d) Copy of invitation letter, should applicant be invited by a friend/family

MULTIPLE VISA

- (a) In addition to the requirements for a Business Visa, the applicant (South African Passport holders only) must be a manager or higher or employed by that company for longer than one year.

(b) The official company letter must also confirm the employment period of longer than 1 year or that the applicant's position is manager or higher.

(c) Non-South African passport

IMPORTANT INFORMATION TO AVOID DELAYS

PASSPORT

You must enclose your passport. Please check that it is valid. Make sure that there are at least two adjacent empty pages available.

VISA APPLICATION

Type or complete the application in CAPITALS

Must be FULLY completed – if a question does not apply to you, answer “Not applicable”

If you are a tourist or visiting family, enter your hotel, or family address, as guarantor or reference in Japan.

If you are traveling for business purposes, enter the name and address of the Japanese company that has invited you, as guarantor or reference in Japan.

If you are traveling for both business and sightseeing always apply for business visa.

PHOTOGRAPHS

Should be 45X45mm, face front, against a white or off-white background.

Please do not staple your photograph to the application form.

ITINERARY

Should be on Travel Agency or Airline stationery. E-Tickets are usually accepted.

One itinerary is required for each applicant.

Must show departure from SA and entry/departure to and from the destination country(s)

Copies of faxes or emails are usually accepted

Tour brochures are usually not accepted

Do not write notes on the itinerary before submitting.

BUSINESS LETTER

If traveling on business an original business letter of financial responsibility is required.

The letter should be addressed: Embassy of Japan, Visa Section, Pretoria, South Africa

The letter should contain four brief paragraphs:

- The purpose of the visit (business negotiations)
- The name and address of the host company in Japan
- A guarantee of the applicant's financial support while visiting Japan.
- A guarantee of the applicant's return transportation or repatriation if required.
- The letter should be signed by a company manager other than the applicant.

BANK LETTER

Should be ORIGINAL bank letter. BANK Statements are also acceptable