

DOCUMENTS REQUIRED

BUSINESS AFFAIR / MARKET REASEARCH / CONFERENCE VISA

- A valid Passport (with more then two blank pages). Please submit your old passports also, if any.
- A completely filled and signed Visa Application Form. The form is available under the link http://www.vfsglobal.com/japan/india/pdf/visa_application_form.pdf
- One photograph taken within the last 6 months. (The photograph should be of size 2 x 2 inches, color with white background and printed on good quality paper)
- Original Invitation Letter
- Schedule of Stay
- Covering Letter by the Employer / Travel requisition from the company
- Travel Booking (Travel itinerary and Hotel Booking)
- If the inviting company / organization is bearing the expenses
 - a. Original Letter of Guarantee
 - b. A certified copy of the incorporation register or an overview of company / organization.

Note:

A company listed on stock exchange does not need to submit a copy of the incorporation register or an overview of the company / organization.

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.

- Certificate of Employment
- Original salary bank statement of last six months
- Latest Income Tax Return
- If the applicant is owner of company
 - a. Proof of ownership (e.g. Director Identification Number approval issued from Ministry of Corporate Affairs or proprietorship document issued from bank or Import export license)
 - b. Company bank statement
- Proof of Relationship, incase the applicant is accompanied by any dependant, i.e. Passport copy, Marriage Certificate, Birth Certificate.

Note: The above is a guide to the documents you should provide with your visa application. Japan Embassy may request you for an interview / additional documentation depending on your personal circumstances.