

## VISA REQUIREMENTS TO ENTER JAPAN (Holiday/ Transit)

1. **Original passport** (with valid Malaysia long term visa in the passport, e.g. work/ student/ spouse/ dependent/ MM2H visa) For permanent resident of Malaysia, please submit a copy of your My PR ID card (front and back)
2. **One visa application form** (2 forms required for applicants from Russia and CIS countries) [Click here to download visa application form](#)
3. **One 4.5 x 4.5cm colored photo with white background**, pasted on the application form (2 photos required for applicants from Russia and CIS countries)
4. **Schedule of stay form**, fill in tentative arrival date, departure date, tentative daily travel plan in details and accommodation information (hotel name, address and phone no)
5. **Applicant's latest 3 months personal bank statement in Malaysia** (Bank statement must be original certified true copy by the bank with bank's stamp and officer's signature, account holder name, account number, latest 3 months transactions and current balance) Please note that we do not accept statement without official stamp of the bank.

### **FOR THOSE WITH WORKING VISA IN MALAYSIA:**

Item 1 – 5 and

6. **Original Company letter** stating your position, period of service and details of trip (e.g. date, purpose and length of stay). (Company letter should be printed on Company letterhead with original signature of the person in charged and company stamp. Please note that scan/email/photocopy of company letter and digital signature is not acceptable)

If you are a sole proprietor/partner/owner of the company, please submit photocopy of SSM Documents Form 9, 24 & 49

### **FOR THOSE WITH SPOUSE/DEPENDANT VISA IN MALAYSIA:**

Item 1 – 5 and

7. If you are not working, please provide your **spouse's bank statement** (refer to Item No.5) and a **self-explanation letter from your spouse/parents** (for applicant under spouse/dependent visa) stating relationship, purpose of visit, date of travel and financial sponsor

Note: For those with spouse visa but working in Malaysia or owner of a company, please submit company letter (refer to item. 6)

8. **Copy of marriage certificate** (for spouse) / **birth certificate** (for children), **copy of spouse / parents passport and Malaysia visa page**

### **FOR THOSE WITH STUDENT VISA IN MALAYSIA:**

Item 1 – 5 and

9. **Original letter from College/ University** stating your current status, course taken, duration of course, date and purpose of journey (University letter should be printed on University letterhead with original signature of the person in charged. Please note that scan/email/photocopy of the letter and digital signature is not acceptable)
10. **Examination result & Attendance record from university** (exempted for Masters and PhD students)

\* If your trip is being sponsored by one of your parents, please provide (a) Latest 3 months bank statement of parents, (refer to Item No. 5) (b) Document to proof relationship such birth certificate/ family registration copy (c) Original letter from one of your parents stating the purpose of travel, date of travel and sponsorship of trip with original signature (d) copy of parent's passport

## **IMPORTANT POINTS REGARDING VISA APPLICATION:**

1. Original authorization letter signed by the visa applicant is required each for submission and collection if the visa applicant cannot submit/collect the visa personally.
2. For transit visa application, a copy of e-ticket is required and visa to final destination must be on passport before application of Japan transit visa.
3. Confirmed flight tickets and hotel bookings are not compulsory during visa submission but Consul might request for tentative flight or hotel booking after submission of application. Do not purchase confirmed tickets, we are not responsible for flight tickets or hotel booking which may become unusable due to the delay or denial of a visa.
4. Please do not send any documents or material directly to the Embassy. All photocopies must be on A4 size paper. Do not staple the documents. Please arrange all the documents according to passport and sequence. Documents submitted will not be returned.
5. Visa is subjected to approval and the Consul has the right to ask for additional documents or call the applicant for an interview whenever it deems necessary.
6. Visa validity is 3 months from the date of issuance. There is NO urgent visa processing service, you may apply for your visa 3 months prior to entering Japan.
7. Embassy of Japan in Malaysia do not accept visa applications from those who entered Malaysia under short social visit pass such as tourists, short-term business travelers and foreigners transiting in Malaysia. Non-Malaysian citizen who require visa to enter Japan must obtain visa at the Consulate or Embassy of Japan at your home country or your country of residence.
8. We cannot inform the reason of rejection. If your application was rejected, you can only apply again after six months from the date of rejection.
9. Please pay the exact amount of visa fees in cash during collection of visa. You will not be required to pay visa fees if the visa is not issued.

Application has to be submitted to the office which covers your current residential area. Please check the area of coverage below for submission of visa:

Embassy of Japan in Malaysia (Kuala Lumpur)  
Cover Area: Kuala Lumpur, Selangor, Negeri Sembilan, Malacca, Pahang, Johor

Consulate-General of Japan (Penang)  
Cover Area: Penang, Kedah, Perlis, Perak, Kelantan, Terengganu  
Website: <http://www.penang.my.emb-japan.go.jp/index.htm>

Consular Office of Japan (Kota Kinabalu)  
Cover Area: Sabah, Sarawak, Labuan  
Website: <http://www.kotakinabalu.my.emb-japan.go.jp/en/index.html>

**EMBASSY OF JAPAN  
CONSULAR SECTION  
NO. 11, PERSIARAN STONOR  
OFF JALAN TUN RAZAK  
50450 KUALA LUMPUR  
<http://www.my.emb-japan.go.jp/>**

**OFFICE HOURS:-  
MONDAY – FRIDAY  
8.30 A.M. – 12.00 NOON  
2.00 P.M. – 4.00 P.M.  
TEL: 03-2177 2600  
FAX: 03-2143 1739  
EMAIL : [ryo@kl.mofa.go.jp](mailto:ryo@kl.mofa.go.jp)**

Visa Applicant Name (s): \_\_\_\_\_

Date: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

## Schedule of Stay

The itinerary in Japan of the visa applicant(s) is as follows:

<b>Date</b>	<b>Activity Plan</b> (Fill in daily travel schedule in details)	<b>Contact No</b> (Hotel Contact No.)	<b>Accommodation</b> (Fill in Hotel Name and Full Address)

Note : Please fill in your tentative daily schedule in details (with the activities and name of places you plan to visit)