

## VISA REQUIREMENTS TO ENTER JAPAN (Business)

1. **Original passport** (and Malaysia working visa validity at least 6 months). 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 schedule in details and accommodation information (hotel name, address and phone no)
4. **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

5. **Original invitation letter** from your counterpart in Japan (addressed to the Embassy of Japan) stating the reason and purpose of invitation. Invitation letter must be stamped with registered company seal, "kaisha-in" (会社印)
6. **Original guarantee letter** from counterpart in Japan (addressed to the Embassy of Japan) must be stamped with registered company seal, "kaisha-in" (会社印)
7. **Original Japanese company registration certificate** (tokibo-tohon)
8. **Your marriage certificate and your spouse IC/ passport copy** (For Permanent resident of Malaysia who are married to Malaysian)

## **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)**



# Invitation Letter

(Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

To: (Ambassador/Consul-General) of Japan in

## Inviting Person

(When an inviting person and a guarantor are the same, you may write "Same as guarantor".)

Full Name: \_\_\_\_\_ (Seal)

Address: 〒 \_\_\_\_\_ - \_\_\_\_\_

Telephone number: ( \_\_\_\_\_ ) - \_\_\_\_\_ (Extension \_\_\_\_\_ )

FAX number: ( \_\_\_\_\_ ) - \_\_\_\_\_

[Fill in the following contact information when the company/organization is extending the invitation.]

Full Name:

Telephone Number : ( \_\_\_\_\_ ) - \_\_\_\_\_ (Extension \_\_\_\_\_ )

Fax Number: ( \_\_\_\_\_ ) - \_\_\_\_\_

Department/Division:

## Visa Applicant

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in Latin alphabet) : \_\_\_\_\_ ( Male / Female)

(Number of additional applicants (if applicable): \_\_\_\_\_ )

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age: \_\_\_\_\_ )

(Year) / (Month) / (Day)

Nationality :

Occupation:

### **The purpose of inviting the above person(s) is as follows:**

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

- (1) Purpose of invitation
  
  
  
  
  
  
  
  
  
  
- (2) Background to invitation (Explain the background to this invitation in detail.)
  
  
  
  
  
  
  
  
  
  
- (3) Relationship with visa applicant(s)

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.

# Letter of Guarantee

(Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

To: (Ambassador/Consul-General) of Japan in \_\_\_\_\_

## **Visa Applicant**

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in Latin alphabet): \_\_\_\_\_

( Male/ Female)

(Number of additional applicants (if applicable) : \_\_\_\_\_ )

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age: \_\_\_\_\_ )  
(Year) / (Month) / (Day)

Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_

**I guarantee the followings regarding the above-mentioned applicant's entry into Japan:**

- 1. Expenses for the applicant's stay in Japan**
- 2. Return travel expenses**
- 3. Compliance with Japanese laws and regulations**

**I hereby declare that the above is true.**

## **Guarantor**

Full name: (Note) \_\_\_\_\_ (Seal)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age: \_\_\_\_\_ )  
(Year) / (Month) / (Day)

Address: 〒 \_\_\_\_\_ - \_\_\_\_\_

Telephone number: ( \_\_\_\_\_ ) - \_\_\_\_\_ (Extension \_\_\_\_\_ )

FAX number: ( \_\_\_\_\_ ) - \_\_\_\_\_

Occupation/Name of organization: \_\_\_\_\_

Relationship with the visa applicant(s) \_\_\_\_\_

[Fill in the following contact information when the company/organization is extending the invitation.]

Full name: \_\_\_\_\_

Telephone number: ( \_\_\_\_\_ ) - \_\_\_\_\_ (Extension \_\_\_\_\_ )

FAX number: ( \_\_\_\_\_ ) - \_\_\_\_\_

Department/Division: \_\_\_\_\_

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.