

VISA REQUIREMENTS TO ENTER JAPAN (Domestic Helper Accompanying Employer for Temporary Visit)

1. **Original passport** (and Malaysia working visa validity at least 6 months)
2. **One visa application form**, [Click here to download visa application form](#)
3. **One 4.5 x 4.5cm colored photo with white background, pasted on the application form**
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. **A cover letter from the Employer** addressed to Embassy of Japan stating the maid's name, purpose of visit, date of travel and financial sponsorship for the trip.
6. **Employer's Passport copy**
7. **Employment Contract copy**
8. **Employer'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.
9. **If the financial sponsor is not the employer, these are the additional document required:**
 - (A) Original letter from the sponsor stating the purpose of travel, date of travel and sponsorship of trip
 - (B) Sponsor's latest 3 months bank statement certified true copy by the bank (refer to Item No. 8)
 - (C) Copy of Sponsor's passport
 - (D) If the sponsor is a family member to the employer, please submit photocopy of document to proof relationship such as Marriage/Birth certificate

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**

Visa Applicant Name (s): _____

Date: _____ Year _____ Month _____ Day

Schedule of Stay

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

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

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