

Short term visit for business purpose less than 90 Days

(Non-Visa Exemption Nationality) (Single Entry)

Short term visits refer to short-term stay not exceeding 90 days for business purposes, e.g. market surveys, business liaison, business talks, signing contracts, training, attending seminar, conference, purchase of auto parts and after-sale service for machinery imported into Japan and etc.

JAPAN VISA APPLICATION CHECK LIST

1	Original valid passport – will be kept in the Embassy during the visa processing period
2	<p>Non Malaysian applicant must have valid Malaysia long term visa (total duration of visa issued must be one year and above) in the passport, e.g. employment/ student/ dependent/ MM2H visa/ Residence pass.</p> <p>Kindly submit a copy of your valid Malaysia visa.</p> <p>For permanent resident of Malaysia, please submit a copy of your My PR ID card (front and back)</p> <p>For those who are holding spouse to Malaysian visa, a valid work endorsement stamp from Immigration Malaysia must be in the passport</p>
3	<p>Visa application form (Original) https://www.mofa.go.jp/mofaj/files/000124525.pdf</p> <p>(Digital signature/scanned copy is not acceptable. Signature must be the same as per passport)</p> <p>Note : 2 forms required for applicants from Russia and CIS countries</p>
4	<p>One 4.5 cm x 3.5 cm color photo with white background taken within 6 months, glued on the visa application form (do not staple your photo)</p> <ul style="list-style-type: none"> -Do not reprint/reuse old photograph which you have used for any visa applications (for any countries) or renewal of passport which is more than 6 months -The photograph must be full faced, front-facing with head straight, unedited, sharp with white background (no shadow or object shown in background) - Avoid wearing bright/white color hijab, bright/white color tops - Do not use photo enhancement tools such as filter or photoshop - 2 photos required for applicants from Russia and CIS countries
5	<p>Original Employment Letter from your company in Malaysia must be addressed to Embassy of Japan in Malaysia for Japan visa application purpose stating your (a) position, (b) date of joining the company (DD/MM/YY), (c) details of journey (travel date, duration, purpose in details, invited company's name and address in Japan and all expenses will be borne by the company) with (d) original company stamp and (e) name, position and original signature of the authorized person (Please do not miss out any of the information)</p> <p>Note I: Company letter should be printed on the company letterhead with original signature and company stamp. Digital signature of authorized signatory, scanned copy/photocopy of company letter is not acceptable.</p> <p>And if you are a sole proprietor/partner/director/owner of the company, you MUST submit Document No. 4 and copy of your company registration documents (SSM documents)</p>
Documents to be prepared by inviting company/ organization/ university/ school	
6	<p>Invitation Letter from counterpart in Japan https://www.mofa.go.jp/mofaj/files/000472928.pdf</p> <p>Note: Please use the standard format above set by MOFA Japan. We do not accept other format. Even though the guarantor and inviting person are the same person, please fill in again the details such as full name, address and telephone number etc.</p>
7	<p>Guarantee Letter from counterpart in Japan https://www.mofa.go.jp/mofaj/files/000472926.pdf</p> <p>Note: Please use the standard format above set by MOFA Japan. We do not accept other format.</p>

8	Copy of business registration (tokibo-tohon) of inviting company in Japan or copy of Shikiho for public listed company in Japan
9	Schedule of Stay form – https://www.my.emb-japan.go.jp/files/100376066.docx Please fill in your tentative arrival date, departure date, tentative daily travel plan in details and accommodation information (hotel name, address and phone no) (date and period of stay must be the same as stated on the visa application form)
For Auto Parts/Used Car company, please provide additional documents below	
10	Copy of Malaysia company business registration documents (SSM documents all pages)
11	Copy of Bill of Lading & Invoice
12	Staff name list - total staff list, position and date of joining the company (Please prepare the list with company letterhead, authorized signature and original company stamp)
13	Employment Provident Fund (EPF) list for total staff of the company (If you do not want your staff to check the details, please put it in a sealed envelope for the Consul to check)
14	If your passport is a new passport, please submit your old passport too

IMPORTANT POINTS REGARDING VISA APPLICATION:

1. Arrange all visa application documents in the order according to the checklist.
2. All documents should be printed or photocopied on A4-sized paper. Photocopy and photo-taking services are NOT available in our office and we DO NOT accept application with insufficient documents.
3. NO staples/pins/paper clips used on documents and documents submitted will not be returned.
4. If there are more than one applicants, please arrange all visa application documents into individual sets together with each applicant's passport.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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. Visa fees is free (FOC) for Malaysian. For other nationalities, please refer to the link [here](#).

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: https://www.penang.my.emb-japan.go.jp/itprtop_en/index.html

Consular Office of Japan (Kota Kinabalu)

Cover Area: Sabah, Sarawak, Labuan
Website: https://www.kotakinabalu.my.emb-japan.go.jp/itprtop_en/index.html