

Employment visa holder/ Residence pass talent (Non Visa Exemption Nationality)

Short-term visit not exceeding 90 days

JAPAN VISA APPLICATION CHECK LIST

	Original valid passport – will be kept in the Embassy during the visa processing period
1	Non Malaysian applicant must have valid Malaysia employment pass or residence pass talent (total duration of visa issued must be one year). Kindly submit a copy of your valid Malaysia visa.
2	Visa application form (Original) https://www.mofa.go.jp/mofaj/files/000124525.pdf (Digital signature/scanned copy is not acceptable. Signature must be the same as per passport) Note : 2 forms required for applicants from Russia and CIS countries
3	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) -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
4	Original Employment Letter from your company 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) purpose of journey 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) 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. 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)
5	Original cover letter prepared and signed from the visa applicant (must be addressed to Embassy of Japan in Kuala Lumpur) in English/Japanese only stating a) your full name and current visa status (e.g. employment pass, residence pass etc.) b) details of your trip – purpose of journey (in detail), date of travel and duration of stay in Japan (must be the same as stated on the visa application form and schedule of stay) c) travelling alone or with whom (please provide name, nationality and relationship e.g. friend, siblings, parents, spouse, children etc.) d) all expenses will be borne by you.
6	Applicant's latest 3 months personal bank statement in Malaysia must be original certified true copy by the bank (with bank's stamp and signed by the bank officer on all pages). Bank statement must show account holder's name, account number, latest 3 months transactions and current balance. Note I : Bank statements from other countries are not acceptable. If you do not have the latest 3 months bank statements in Malaysia, we cannot accept/process your visa application. Note II : 3 months transaction history from your internet banking is acceptable if it is signed and stamped by the bank officer and page includes account holder's name, account number and current balance is provided. We do not accept bank statement from the bank without any physical branch in Malaysia and also e-wallet statement.

7	<p>Schedule of Stay form https://www.my.emb-japan.go.jp/files/100376066.docx</p> <p>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)</p> <p>Note I : For those following package tour, please provide package tour itinerary prepared by the travel agency</p> <p>Note II: For transit visa application, a copy of e-ticket is required and visa to your main destination must be on passport before application of Japan transit visa.</p>
If you are traveling to Japan for Tourism purpose:	
	Please submit documents 1 to 7
If you are travelling for business purpose (business meeting/attend seminar/conference/training) :	
	Please submit documents 1, 2, 3, 7 and
A	<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>
B	<p>Invitation Letter from Inviting company/organization in Japan https://www.mofa.go.jp/mofaj/files/000472928.pdf</p> <p>Note: Please use the standard format above set by MOFA Japan. 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>
C	<p>Guarantee Letter from Inviting company/organization in Japan https://www.mofa.go.jp/mofaj/files/000472926.pdf</p> <p>Note: Please use the standard format above set by MOFA Japan.</p>
D	Copy of business registration (tokibo-tohon) of inviting company in Japan or copy of Shikiho for public listed company in Japan
If you are visiting your family/friends/relatives living in Japan, you are also required to submit :	
	Please submit documents 1 to 7 and
E	Letter of Invitation : English version or Japanese version
F	Letter of Guarantee : English version or Japanese version
G	Copy of Inviter's passport (personal info page only)
H	Copy of inviter's residence card (front and back) printed on one A4 size paper (If your inviter/guarantor is foreigner residing in Japan)
I	If you are visiting family or relatives, documents for proof of relationship with your inviter is compulsory (e.g. copy of birth certificate, family registration, marriage certificate) You need to submit a copy of the original document and a copy of English or Japanese translation if your certificates are not in English.
J	<p>If the inviter guarantees the expense for the trip, provide the documents below (a to b):</p> <p>a) Guarantor's Bank statement / Income certificate/ Income Tax Certificate</p> <p>b) Certificate of Residence 'Jyuminhyo'</p>

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