

## Visa Application Procedures - Long term Visa with Certificate of Eligibility

Those who wish to enter Japan for Work /Study/ live with foreign spouse should first obtain the Certificate of Eligibility in Japan.

A Certificate of Eligibility (COE) is a document that verifies the activity in which the foreigner wishes to engage while in Japan. The categories includes **dependent, work (entertainer, artist, professor, researcher, instructor, journalist, business manager, legal or accounting services, medical service, engineer, humanities specialist or international services, intracompany transferee, nursing care, skilled labor), religious activities, study (student/trainee/internship), cultural activities, or long-term resident.**

The application of Certificate of Eligibility (COE) should be made by your sponsor in Japan (such as your employer/school/spouse) at the nearest regional immigration authority to his/her place of residence.

After you have received approval of your Certificate of Eligibility, you are required to apply visa with the COE at the Embassy or consulate office before entering Japan.

You MUST enter Japan within 3 months of the designated day on your Certificate of Eligibility, regardless of any time limits noted on the actual visa you receive.

\*For further information **about COE**, please see: [Application for issuance of a Certificate of Eligibility](#)

Once your COE is approved and when you received the original certificate, you will need to apply japan visa with the documents listed below to enter Japan:

JAPAN VISA APPLICATION CHECK LIST	
1	<p><b>Original valid passport – will be kept in the Embassy during the visa processing period</b></p> <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. 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>Note : Original passport will be kept at the Embassy during the visa processing period. Please do not cancel/shorten your long term visa in Malaysia before obtaining Japan visa.</p>
2	<p><b>Visa application form (Original)</b> <a href="https://www.mofa.go.jp/mofaj/files/000124525.pdf">https://www.mofa.go.jp/mofaj/files/000124525.pdf</a></p> <p><b>(Digital signature/scanned copy is not acceptable. Signature must be the same as per passport)</b></p> <p>Note : 2 forms required for applicants from Russia and CIS countries</p>
3	<p><b>One 4.5 cm x 3.5 cm color photo with white background taken within 6 months</b>, glued on the visa application form (do not staple your photo)</p> <p>-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</p> <p>-The photograph must be full faced, front-facing with head straight, unedited, sharp with white background (no shadow or object shown in background)</p> <p>- Avoid wearing bright/white color hijab, bright/white color tops</p> <p>- Do not use photo enhancement tools such as filter or photoshop</p> <p>- 2 photos required for applicants from Russia and CIS countries</p>
4	<p>Original Certificate of Eligibility (COE) (if you have the original) and Copy of Certificate of Eligibility (COE) or bring a printed copy of digital COE received from the Immigration Services Agency of Japan.</p>

	For those with COE status “Dependent”, please attach documents below :
5	(a) Copy of marriage certificate for spouse (if it is not in English, please attach a copy of English translation)
	(b) Copy of birth certificate for children (if it is not in English, please attach a copy of English translation)
	(c) Copy of spouse/parents passport (personal information page only)
	9) Copy of spouse/parents residence card in Japan (front and back)

**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](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](https://www.kotakinabalu.my.emb-japan.go.jp/itprtop_en/index.html)