

**Tourism**  
**(Short-term visit not exceeding 90 days)**





Required Visa Application Documents










**Important Notes:**






- Arrange your documents in order according to the checklist
- All printed or photocopied documents should be on A4-sized paper
- Separate all the application documents into individual sets with each applicant's passport
- DO NOT USE staples/pins/paper clips
- All submitted documents will not be returned
- Please email us for any inquiry: [visa@kl.mofa.go.jp](mailto:visa@kl.mofa.go.jp)

<CHECK LIST>

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| <input type="checkbox"/> | ① Original Valid Passport (will be kept throughout the processing period)   |
| <input type="checkbox"/> | ② Copy of Valid Malaysia Long Term Pass / Copy of MyPR Card (front and back)  |
| <input type="checkbox"/> | ③ Copy of Main Destination's Visa (for transit purpose <b>ONLY</b> )  |
| <input type="checkbox"/> | <p>④ Original Visa Application Form (handwritten/typed: <b>BLACK INK ONLY</b>)</p> <p>2 sets required for Russian and CIS Nationals</p> <p>Visa Application Form:<br/><a href="https://www.mofa.go.jp/mofaj/files/000124525.pdf">https://www.mofa.go.jp/mofaj/files/000124525.pdf</a></p> <p>Visa Application Form Sample:<br/><a href="https://www.my.emb-japan.go.jp/files/100532736.pdf">https://www.my.emb-japan.go.jp/files/100532736.pdf</a></p> <ul style="list-style-type: none"> <li>• The form must be completed, dated and signed by the applicant (or parents for minors)</li> <li>• Signature same as passport</li> </ul> <p> <span style="display: inline-block; vertical-align: middle; text-align: center;"><b>✘</b></span> Digital Signature                      <span style="display: inline-block; vertical-align: middle; text-align: center;"><b>✘</b></span> Do not Use erasable ink<br/> <span style="display: inline-block; vertical-align: middle; text-align: center;"><b>✘</b></span> Change the format of visa form                      <span style="display: inline-block; vertical-align: middle; text-align: center;"><b>✘</b></span> Cut off at the bottom<br/> <span style="display: inline-block; vertical-align: middle; text-align: center;"><b>✘</b></span> Incomplete House address in Malaysia (does not include unit no, </p> |

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|                          | apartment's name, street name, postcode and state's name)   |
| <input type="checkbox"/> | <p>⑤ One 3.5 x 4.5 cm Colour Photograph (white background)</p> <p>2 photos for Russian and CIS Nationals</p> <ul style="list-style-type: none"> <li>• Taken within 6 months</li> <li>• Glued to the application form</li> <li>• Full-faced, front facing with head straight, without glasses, mouth closed (no shadow/object in background)</li> </ul> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Unedited photos only</p> </div> <div style="text-align: center;">  <p>No digital enhancements/photoshop</p> </div> <div style="text-align: center;">  <p>Dark-colored tops/hijab only</p> </div> <div style="text-align: center;">  <p>No blue backgrounds</p> </div> </div>  |
| <input type="checkbox"/> | <p>⑥ Original Company Letter (printed on official company letterhead)</p> <p>(For spouse to Malaysian who are working, endorsement stamp from Immigration of Malaysia is <b><u>REQUIRED</u></b>)</p> <p><b>For Salaried Employees</b><br/> Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> <li>• The Company letterhead has to match the company name's shown on the Malaysia long term visa</li> <li>• Full name (as per passport)</li> <li>• Job title</li> <li>• Joining Date (DD/MM/YY)</li> <li>• Purpose of journey</li> <li>• Full name, designation and wet signature of the authorized signatory</li> <li>• Original Company Stamp</li> </ul> <p><b>For Company Directors/Business Owners</b><br/> Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> <li>• The company letterhead must match the company name's shown on the Malaysia long term visa</li> <li>• Full name (as per passport)</li> <li>• Job title</li> <li>• Joining Date (DD/MM/YY)</li> <li>• Purpose of journey</li> </ul> |

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|                          | <ul style="list-style-type: none"> <li>• Full name, designation and wet signature of the authorized signatory <b>(*must be signed by another director)</b></li> <li>• Original company stamp</li> <li>• SSM documents (all pages)</li> </ul> <p>  Digital signature        No full name and designation of the authorized signatory     </p> <p>  Digital company stamp        Issued more than 1 month ago     </p> <p>  Signed by applicant     </p>  |
| <input type="checkbox"/> | <p>⑦ Original School/University Letter (printed on school/university letterhead)</p> <hr/> <p><b>For International School Students</b><br/>       Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> <li>• Current status: class/year/grade level etc.</li> <li>• Purpose of journey</li> <li>• Full name, designation and wet signature of the authorized signatory</li> <li>• Original school stamp</li> </ul> <p><b>For University Students</b><br/>       Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> <li>• Current Status: diploma/degree etc.</li> <li>• Course taken</li> <li>• Course duration (course start date and expected course end date)</li> <li>• Purpose of journey</li> <li>• Full name, designation and wet signature of the authorized signatory</li> <li>• Original university stamp</li> </ul> <p>  Digital signature        No full name and designation of the authorized signatory     </p> <p>  Digital school/University Stamp        Issued more than 1 month ago     </p> |
| <input type="checkbox"/> | <p>⑧ Original Certified True Copies of The Latest 3 Months' Personal Bank Statements in Malaysia</p> <hr/> <p><b>For Personal Vacation</b><br/>       Required details: <b>(MUST BE INCLUDED)</b></p>  |

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|  | <ul style="list-style-type: none"> <li>• Certified true copy (CTC) with <b>original bank stamp and wet signature with the officer's name on <u>EVERY</u> pages.</b></li> <li>• Account holder's name</li> <li>• Account number</li> <li>• Latest 3 months' transaction history</li> <li>• Current balance</li> </ul>   |
| <input type="checkbox"/>                           | <p>⑨ Schedule of Stay in Japan Form</p> <p><a href="https://www.my.emb-japan.go.jp/files/100376066.docx">https://www.my.emb-japan.go.jp/files/100376066.docx</a></p> <p><b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Arrival and Departure details (e.g. Kuala Lumpur to Narita, Tokyo)</li> <li>• Daily itinerary (name of place, activity details)</li> <li>• Hotel name, full address, telephone number OR</li> <li>• AIRBNB name, full address, host's contact number</li> </ul> <p>  NO Hotel Name/Full Address       NO AIRBNB Name/Full Address<br/>  NO detailed itinerary (e.g. sightseeing, free &amp; easy, visiting Tokyo etc. <b>is not acceptable</b>)       Without applicant's name </p> |
| <b>If Travel Expenses Are Covered by Applicant</b> |  |
| <input type="checkbox"/>                           | <p>⑩ Original Cover Letter from Applicant</p> <p>Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Embassy of Japan, Malaysia</li> <li>• Full name (as per passport)</li> <li>• Current visa status (e.g. employment pass, spouse visa to Malaysian etc.)</li> <li>• Purpose of journey (e.g. tourism, visit family etc.)</li> <li>• Date of travel (arrival date to departure date)</li> <li>• Duration of stay in Japan</li> <li>• Travelling alone, with companions (state full name, nationality, relationship)</li> <li>• All expenses will be borne by the applicant</li> <li>• Wet signature of the applicant (same as per passport)</li> </ul> <p> Signature not the same as per passport</p>   |

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| <input type="checkbox"/>  | <p>⑪ Original Certified True Copies of <b>The Applicant's</b> Latest 3 Months' Personal Bank Statements in Malaysia</p> <p><b>(Please refer to Document no.8 for the bank statement's requirement)</b></p>   |
| <b>If Travel Expenses Are Covered by Family Members (e.g. spouse, parent, siblings)</b> |  |
| <input type="checkbox"/>  | <p>⑫ Original Sponsorship Letter</p> <p>Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Embassy of Japan, Malaysia</li> <li>• Full name of visa applicant and the sponsor (as per passport)</li> <li>• Relationship between the applicant and the sponsor</li> <li>• Current visa status (e.g. employment pass, spouse visa to Malaysian etc.)</li> <li>• Purpose of journey (e.g. tourism, visit family etc.)</li> <li>• Date of travel</li> <li>• Duration of stay in Japan (arrival date to departure date)</li> <li>• Travelling alone, with sponsor or with companions (state full name, nationality, relationship)</li> <li>• All expenses will be borne by the sponsor</li> <li>• Wet signature of the sponsor (same as per passport)</li> </ul> <p><b>✗</b> Signature not the same as per passport</p> |
| <input type="checkbox"/>  | <p>⑬ Original Certified True Copies of <b>The Sponsor's</b> Latest 3 Months' Personal Bank Statements in Malaysia</p> <p><b>(Please refer to Document no.8 for the bank statement's requirement)</b></p>   |
| <input type="checkbox"/>  | <p>⑭ Proof of Relationship<br/>(for dependents/immediate family member/minors)</p> <p><b>(Please do not miss any documents)</b></p> <ul style="list-style-type: none"> <li>• Copy of the original Birth or Marriage Certificate</li> <li>• If the above document is not in English, please provide an English Translation</li> <li>• Copy of sponsor's passport (personal info and signature page only)</li> <li>• Copy of sponsor's Malaysia long term visa</li> </ul>  |