





Visit Family/Friends/Relatives
(Short-term visit not exceeding 90 days)
 Purpose of visiting family, relatives, friends or acquaintances.







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





<CHECK LIST>

<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 ONLY)
<input type="checkbox"/>	④ Original Visa Application Form (handwritten/typed: BLACK INK ONLY) 2 sets required for Russian and CIS Nationals
	<p>Visa Application Form: https://www.mofa.go.jp/mofaj/files/000124525.pdf</p> <p>Visa Application Form Sample: https://www.my.emb-japan.go.jp/files/100532736.pdf</p> <ul style="list-style-type: none"> • The form must be completed, dated and signed by the applicant (or parents for minors) • Signature same as passport <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">   </div> <div style="text-align: center;"> <p>Digital Signature Change the format of visa form</p> </div> <div style="text-align: center;">   </div> <div style="text-align: center;"> <p>Do not use erasable ink Cut off at the bottom</p> </div> </div>

	<p> Signature not the same as per passport</p> <p> House address in Malaysia does not include unit no, apartment name, street name, postcode and states name</p>
<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"> • Taken within 6 months • Glued to the application form • Full-faced, front facing with head straight, without glasses, mouth closed (no shadow/object in background) <p> Unedited photos only</p> <p> No digital enhancements/photoshop</p> <p> Dark-colored tops/hijab only</p> <p> No blue backgrounds</p>
<input type="checkbox"/>	<p>⑥ Original Company Letter (printed on official company letterhead)</p> <p>For Salaried Employees Required details: (Please do not miss any information)</p> <ul style="list-style-type: none"> • Addressed to Embassy of Japan, Malaysia • Issued within 1 month • The Company letterhead has to match the company name's shown on the Malaysia long term visa • Full name (as per passport) • Job title • Joining Date (DD/MM/YY) • Purpose of journey • Full name, designation and wet signature of the authorized signatory • Original Company Stamp <p>For Company Directors/Business Owners Required details: (Please do not miss any information)</p> <ul style="list-style-type: none"> • Addressed to Embassy of Japan, Malaysia • Issued within 1 month • The company letterhead must match the company name's shown on the Malaysia long term visa • Full name (as per passport) • Job title • Joining Date (DD/MM/YY) • Purpose of journey • Full name, designation and wet signature of the authorized signatory (*must signed by another director) • Original company stamp

	<ul style="list-style-type: none"> SSM documents (all pages) <p>  Digital signature  No full name and designation of the authorized signatory </p> <p>  Digital company stamp  Issued more than 1 month ago  Signed by applicant </p>
<input type="checkbox"/>	<p>⑦ Original School/University Letter (printed on school/university letterhead)</p> <hr/> <p>For International School Students Required details: (Please do not miss any information)</p> <ul style="list-style-type: none"> Addressed to Embassy of Japan, Malaysia Issued within 1 month Current Status: class/year/grade level etc. Purpose of journey Full name, designation and wet signature of the authorized signatory Original school stamp <p>For University Students Required details: (Please do not miss any information)</p> <ul style="list-style-type: none"> Addressed to Embassy of Japan, Malaysia Issued within 1 month Current Status: diploma/degree etc. Course taken Course duration (course start date and expected course end date) Purpose of journey Full name, designation and wet signature of the authorized signatory Original university stamp <p>  Digital signature  No full name and designation of the authorized signatory  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>Required details: (MUST BE INCLUDED)</p> <ul style="list-style-type: none"> Certified true copy (CTC) with original bank stamp and wet signature with the officer's name on <u>EVERY</u> pages. Account holder's name Account number Latest 3 months' transaction history Current balance

	<p>  Without CTC on all pages  Bank statements from other countries </p> <p>  Only have either one of bank stamp/officer's signature  Without latest 3 months' bank statements </p> <p>  only CTC on few pages </p>
<input type="checkbox"/>	<p>⑨ Schedule of Stay in Japan Form</p> <p>https://www.my.emb-japan.go.jp/files/100376066.docx</p> <p>(Please do not miss any information)</p> <ul style="list-style-type: none"> • Arrival and Departure details (e.g. Kuala Lumpur to Narita, Tokyo) • Daily itinerary (name of place, activity details) • Hotel name, full address, telephone number OR • AIRBNB name, full address, host's contact number OR • Family member/Friend's name, house full address and contact number <p>  NO Hotel Name/Full Address  NO AIRBNB Name/Full Address </p> <p>  NO detailed itinerary (e.g. sightseeing, free & easy, visiting Tokyo etc. is not acceptable)  Without applicant's name </p>
<input type="checkbox"/>	<p>⑩ Invitation Letter from Inviter in Japan</p> <p>Required details: (Please do not miss any information)</p> <ul style="list-style-type: none"> • Addressed to Ambassador of Embassy of Japan, Malaysia • Issued within 1 month • Please use the standard format set by MOFA Japan <p>Japanese Version: https://www.mofa.go.jp/mofaj/files/000472928.pdf</p> <p>English Version: https://www.mofa.go.jp/files/000137089.pdf</p> <p>  Invitation Letter incomplete  Letters addressed to Embassy of Japan in other countries </p> <p>  Mixing English and Japanese within the same document  Font turn into gibberish </p>
<input type="checkbox"/>	<p>⑪ Guarantee Letter from inviter in Japan</p>

	<p>Required details: (Please do not miss any information)</p> <ul style="list-style-type: none"> • Addressed to Ambassador of Embassy of Japan, Malaysia • Issued within 1 month • Please use the standard format set by MOFA Japan <p>Japanese Version: https://www.mofa.go.jp/mofaj/files/000472926.pdf</p> <p>English Version: https://www.mofa.go.jp/files/000262545.pdf</p> <p>  Guarantee Letter incomplete  Letters addressed to Embassy of Japan in other countries  Mixing English and Japanese within the same document  Font turn into gibberish </p>
<input type="checkbox"/>	<p>⑫ Copy of Inviter's Passport (personal info page and signature page only)</p>
<input type="checkbox"/>	<p>⑬ Copy of Inviter's Residence Card '在留カード' (front and back)</p> <p>(if the inviter is a foreign national residing in Japan)</p>
<input type="checkbox"/>	<p>⑭ Proof of Relationship with Inviter (If the inviter is a family member/relative)</p> <p>(Please do not miss any documents)</p> <ul style="list-style-type: none"> • Copy of the original Birth or Marriage Certificate • If the above document is not in English, please provide an English Translation
<p>If Travel Expenses Are Covered by Applicant</p>	
<input type="checkbox"/>	<p>⑮ Original Cover Letter from Applicant</p> <p>Required details: (Please do not miss any information)</p> <ul style="list-style-type: none"> • Addressed to Embassy of Japan, Malaysia • Full name (as per passport) • Current visa status (e.g. employment pass, spouse visa to Malaysian etc.) • Purpose of journey (e.g. tourism, visit family etc.) • Date of travel (arrival date to departure date) • Duration of stay in Japan • Travelling alone, with companions (state full name, nationality, relationship)

	<ul style="list-style-type: none"> • All expenses will be borne by the applicant • Wet signature of the applicant (same as per passport) <p>✘ Signature not the same as per passport</p>
<input type="checkbox"/>	<p>⑩ Original Certified True Copies of The Applicant's Latest 3 Months' Personal Bank Statements in Malaysia</p> <p>(Please refer to Document no.8 for the bank statements' requirement)</p>
If Travel Expenses Are Covered by Family Members (e.g. spouse, parent, siblings)	
<input type="checkbox"/>	<p>⑪ Original Sponsorship Letter (for dependents/immediate family member/minors)</p> <hr/> <p>Required details: (Please do not miss any information)</p> <ul style="list-style-type: none"> • Addressed to Embassy of Japan, Malaysia • Full name of visa applicant and the sponsor (as per passport) • Relationship between the applicant and the sponsor • Current visa status (e.g. employment pass, spouse visa to Malaysian etc.) • Purpose of journey (e.g. tourism, visit family etc.) • Date of travel (arrival date to departure date) • Duration of stay in Japan (arrival date to departure date) • Travelling alone, with sponsor or with companions (state full name, nationality, relationship) • All expenses will be borne by the sponsor • Wet signature of the sponsor (same as per passport) <p>✘ Signature not the same as per passport</p>
<input type="checkbox"/>	<p>⑫ Original Certified True Copies of The Sponsor's Latest 3 Months' Personal Bank Statements in Malaysia</p> <p>(Please refer to Document no.8 for the bank statements' requirement)</p>
<input type="checkbox"/>	<p>⑬ Proof of Relationship (for dependents/immediate family member/minors)</p>

(Please do not miss any documents)

- Copy of the original Birth or Marriage Certificate
- If the above document is not in English, please provide an English Translation
- Copy of sponsor's passport (personal info and signature page only)
- Copy of sponsor's Malaysia long term visa

If The Inviter (only relatives) Guarantees The Expenses for The Trip

⑳ Guarantor's Bank Statement/ Income Certificate/ Income Tax Certificate

㉑ Certificate of Residence 'Jyuminhyo 住民票'