





**Employment Visa Holder/Residence Pass Talent (RPT)
(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

<CHECK LIST>

If you are visiting Japan for <u>Tourism</u> , please submit documents listed below:	
<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
<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-between;"> <div style="text-align: center;">   </div> <div style="text-align: center;">   </div> </div> <p>Digital Signature Do not Use erasable ink Change the format of visa form Cut off at the bottom</p>

























	<p> Incomplete House address in Malaysia (does not include unit no, apartment's name, street name, postcode and state's 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  Dark-colored tops/hijab only  No digital enhancements/photoshop  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

	<ul style="list-style-type: none"> • Full name, designation and wet signature of the authorized signatory (*must be signed by another director) • Original company stamp • 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 </p> <p>  Signed by applicant </p>
<input type="checkbox"/>	<p>⑦ 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, RPT) • 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 spouse/children or with companions (state full name, nationality, relationship) • 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>⑧ Original Certified True Copies of The Applicant's Latest 3 Months' Personal Bank Statements in Malaysia</p> <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 EVERY 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>  Bank statement only has either 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 <table border="0"> <tr> <td> NO Hotel Name/Full Address</td> <td> NO AIRBNB Name/Full Address</td> </tr> <tr> <td> NO detailed itinerary (e.g. sightseeing, free & easy, visiting Tokyo etc. is not acceptable)</td> <td> Without applicant's name</td> </tr> </table>	 NO Hotel Name/Full Address	 NO AIRBNB Name/Full Address	 NO detailed itinerary (e.g. sightseeing, free & easy, visiting Tokyo etc. is not acceptable)	 Without applicant's name
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<p>If you are visiting your family/relatives, please submit additional documents listed below:</p>					
<input type="checkbox"/>	<p>A) Invitation Letter from Counterpart 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> <table border="0"> <tr> <td> Incomplete invitation letter</td> <td> Letters addressed to Embassy of Japan in other countries</td> </tr> <tr> <td> Do not mix English and Japanese within a single document</td> <td> The text turned into gibberish</td> </tr> </table>	 Incomplete invitation letter	 Letters addressed to Embassy of Japan in other countries	 Do not mix English and Japanese within a single document	 The text turned into gibberish
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<input type="checkbox"/>	<p>B) Guarantee Letter from Counterpart in Japan</p>				

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<input type="checkbox"/>	C) Copy of Inviter's Passport (personal info page and signature page only)
<input type="checkbox"/>	D) Copy of Inviter's Residence Card '在留カード' (front and back) (if the inviter is a foreign national residing in Japan)
<input type="checkbox"/>	E) Proof of Relationship with Inviter (If the inviter is a family member/relative)
	<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
If The Inviter (only family members) Guarantees The Expenses for The Trip	
<input type="checkbox"/>	① Guarantor's Bank Statement/ Income Certificate/ Income Tax Certificate
<input type="checkbox"/>	② Certificate of Residence 'Jyuminhyo 住民票'

If you are visiting Japan for <u>Business Purpose</u>, please submit documents below:	
<input type="checkbox"/>	Please also submit documents ①, ②, ③, ④, ⑤, ⑥, ⑨ and

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<input type="checkbox"/>	<p>C) Copy of Business Registration ‘Tokibo-tohon 登記簿謄本’ of inviting company in Japan</p> <p>OR</p> <p>Copy of ‘Shikiho 四季報’ for public listed company in Japan</p>				

	<ul style="list-style-type: none">• Issued within 1 year
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	<ul style="list-style-type: none">✘ Issued more than 1 year ago
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