
















**Residence Pass (RP) Holder
(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>

<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 <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: middle;"></td> <td style="padding-left: 10px;">Digital Signature</td> <td style="text-align: center; vertical-align: middle;"></td> <td style="padding-left: 10px;">Do not Use erasable ink</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"></td> <td style="padding-left: 10px;">Change the format of visa form</td> <td style="text-align: center; vertical-align: middle;"></td> <td style="padding-left: 10px;">Cut off at the bottom</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"></td> <td style="padding-left: 10px;">House address in Malaysia does not include unit no, apartment name, street</td> <td></td> <td></td> </tr> </table>		Digital Signature		Do not Use erasable ink		Change the format of visa form		Cut off at the bottom		House address in Malaysia does not include unit no, apartment name, street		
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	name, postcode and states 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"> • 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) <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  Unedited photos only  No digital enhancements/photoshop </div> <div style="text-align: center;">  Dark-colored tops/hijab only  No blue backgrounds </div> </div>
<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 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>
	<p>⑦ Original Cover Letter from Main Residence Pass Holder</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. residence pass, dependent to residence pass) • Relationship between the applicant and the spouse/parents (e.g. husband and wife etc.) (*for dependent to residence holder only) • 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 main residence pass holder • Wet signature of the main residence pass holder (same as per passport) <p> Signature not the same as per passport</p>
<p><input type="checkbox"/></p>	<p>⑧ Original Certified True Copies of <u>The Main Residence Pass Holder's</u> 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 <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> Bank statement only has either bank stamp/officer's signature  Without latest 3 months' bank statements</p> <p> Only CTC on few pages</p>
<p><input type="checkbox"/></p>	<p>⑨ Schedule of Stay in Japan Form</p> <p>https://www.my.emb-japan.go.jp/files/100376066.docx</p>

(Please do not miss any information)

- 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

✘ 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

If You Are Married to Malaysian or Travelling with Spouse/Dependents, Please Provide Documents Below:

- ⑩ Copy of spouse's/dependent's passport copy (personal info page and signature page only)
- ⑪ Copy of spouse's/dependent's Malaysia long term visa
- ⑫ Copy of Original Birth/Marriage Certificate

(If the above document is not in English, please provide an English translation)

If you are visiting Japan for Tourism, please submit documents listed below:

Main Residence Pass Holder Travelling Alone, please submit documents :

①, ②, ③, ④, ⑤, ⑥, ⑦, ⑧, ⑨, ⑩, ⑪, ⑫

A) Main Residence Pass Holder Travelling Together With Dependent to Resident Pass Holder (spouse/children)

Please submit documents:

Main Residence Pass Holder:

①, ②, ③, ④, ⑤, ⑥, ⑦, ⑧, ⑨, ⑩, ⑪, ⑫










Dependent to Residence Pass Holder:

①, ②, ③, ④, ⑤, ⑨, ⑩, ⑪, ⑫

	<p>B) Dependent to Residence Pass Holder Travelling Alone</p> <p>Please submit documents:</p> <p>①, ②, ③, ④, ⑤, ⑦, ⑧, ⑨, ⑩, ⑪, ⑫</p> <p>(Note: ⑦, ⑧ must be from Main Residence Pass Holder)</p>				
<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> <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> <table border="0"> <tr> <td>✘ Incomplete guarantee 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 guarantee 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>C) Copy of Inviter's Passport (personal info page and signature page only)</p>				

<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, ⑩, ⑪, ⑫
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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> <hr/> <ul style="list-style-type: none"> • Issued within 1 year <p> Issued more than 1 year ago</p>