
















**Malaysia Guardian Visa 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](mailto: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 <b>ONLY</b> )												
<input type="checkbox"/>	④ Original Visa Application Form (handwritten/typed: <b>BLACK INK ONLY</b> )  2 sets required for Russian and CIS Nationals												
	<p>Visa Application Form: <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: <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> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"></td> <td style="padding-left: 10px;">Digital Signature</td> <td style="text-align: center; vertical-align: top;"></td> <td style="padding-left: 10px;">Do not Use erasable ink</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"></td> <td style="padding-left: 10px;">Change the format of visa form</td> <td style="text-align: center; vertical-align: top;"></td> <td style="padding-left: 10px;">Cut off at the bottom</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"></td> <td style="padding-left: 10px;">Incomplete House address in Malaysia (does not include unit no,</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		Incomplete House address in Malaysia (does not include unit no,		
	Digital Signature		Do not Use erasable ink										
	Change the format of visa form		Cut off at the bottom										
	Incomplete House address in Malaysia (does not include unit no,												

	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> <p>  Unedited photos only       Dark-colored tops/hijab only   No digital enhancements/photoshop       No blue backgrounds </p>
<input type="checkbox"/>	<p>⑥ Original Certified True Copies of The Latest 3 Months' Personal Bank Statements in Malaysia</p> <p>Required details: <b>(MUST BE INCLUDED)</b></p> <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> <p>  Without CTC on all pages       Bank statements from other countries   Bank statement only has either bank stamp/officer's signature       Without latest 3 months' bank statements   Only CTC on few pages </p>
<input type="checkbox"/>	<p>⑦ 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> </ul>

	<ul style="list-style-type: none"> <li>AIRBNB name, full address, host's contact number</li> </ul> <p>  NO Hotel Name/Full Address       NO AIRBNB Name/Full Address   NO detailed itinerary (e.g. sightseeing, free &amp; easy, visiting Tokyo etc. <b>is not acceptable</b>)       Without applicant's name </p>
<input type="checkbox"/>	<p>⑧ Original Cover Letter from The 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 of visa applicant (as per passport)</li> <li>Current visa status (e.g. guardian pass)</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 (arrival date to departure date)</li> <li>Travelling alone, with children or 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>
<p><b>If you are visiting Japan for TOURISM purpose, please refer to below:</b></p>	
<input type="checkbox"/>	<p>Documents for Guardian Visa Holder:</p> <p>①, ②, ③, ④, ⑤, ⑥, ⑦, ⑧, <b>C, D, E,</b></p>
<input type="checkbox"/>	<p>Documents for International School Student:</p> <p>①, ②, ③, ④, ⑤, ⑦, <b>A, B, C, D, E, F</b></p>
<input type="checkbox"/>	<p>A) Original Sponsorship Letter from the Parents</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 (as per passport)</li> <li>• Relationship between the applicant and the parents</li> <li>• Current visa status (e.g. guardian pass)</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 (arrival date to departure date)</li> <li>• Travelling alone, or with companions (state full name, nationality, relationship)</li> <li>• All expenses will be borne by the parents</li> <li>• Wet signature of the parents (same as per passport)</li> </ul> <p> Signature not the same as per passport</p>
<input type="checkbox"/>	<p>B) Original Certified True Copies of <b><u>The Parents'</u></b> Latest 3 Months' Personal Bank Statements in Malaysia</p> <p><b>(Please refer to Document no.6 for the bank statement's requirement)</b></p>
<input type="checkbox"/>	<p>C) Copy of Parents'/Child's Passport (personal info page and signature page only)</p>
<input type="checkbox"/>	<p>D) Copy of Parents'/Child's Malaysia Long Term Visa</p>
<input type="checkbox"/>	<p>E) Proof of Relationship</p> <p><b>(Please do not miss any documents)</b></p> <ul style="list-style-type: none"> <li>• Copy of the Original Birth Certificate</li> <li>• If the above document is not in English, please provide an English Translation</li> </ul>
<input type="checkbox"/>	<p>F) Original School Letter (printed on school/university letterhead)</p>

**For International School Students**

Required details: **(Please do not miss any information)**

- 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

**✘** Digital signature

**✘** No full name and designation of the authorized signatory

**✘** Digital school/University Stamp

**✘** Issued more than 1 month ago

**If you are visiting your family/relatives, please submit additional documents listed below:**

A) Invitation Letter from Counterpart in Japan

Required details: **(Please do not miss any information)**

- Addressed to Ambassador of Embassy of Japan, Malaysia
- Issued within 1 month
- Please use the standard format set by MOFA Japan

Japanese Version: <https://www.mofa.go.jp/mofaj/files/000472928.pdf>

English Version: <https://www.mofa.go.jp/files/000137089.pdf>

**✘** 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

B) Guarantee Letter from Counterpart in Japan

Required details: **(Please do not miss any information)**

- Addressed to Ambassador of Embassy of Japan, Malaysia
- Issued within 1 month
- Please use the standard format set by MOFA Japan

Japanese Version: <https://www.mofa.go.jp/mofaj/files/000472926.pdf>

English Version: <https://www.mofa.go.jp/files/000262545.pdf>

	<p><b>✘</b> Incomplete guarantee letter</p> <p><b>✘</b> Do not mix English and Japanese within a single document</p>	<p><b>✘</b> Letters addressed to Embassy of Japan in other countries</p> <p><b>✘</b> The text turned into gibberish</p>
<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><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> </ul>	
<b>If The Inviter (only family members) Guarantees The Expenses for The Trip</b>		
<input type="checkbox"/>	① Guarantor's Bank Statement/ Income Certificate/ Income Tax Certificate	
<input type="checkbox"/>	② Certificate of Residence 'Jyuminhyo 住民票'	