





**Spouse to Malaysian 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>

<b>If you are visiting Japan for <u>Tourism</u>, please submit documents listed below:</b>	
<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
	Visa Application Form: <a href="https://www.mofa.go.jp/mofaj/files/000124525.pdf">https://www.mofa.go.jp/mofaj/files/000124525.pdf</a>  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> <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>
	Digital Signature
	Change the format of visa form
	Do not Use erasable ink
	Cut off at the bottom

	<p> Incomplete House address in Malaysia (does not include unit no, apartment's name, street name, postcode and state's name)</p>
<p><input type="checkbox"/></p>	<p>⑤ One 3.5 x 4.5 cm Colour Photograph (white background) 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>
<p><input type="checkbox"/></p>	<p>⑥ Original Company Letter (printed on official company letterhead) (if you are working) (A valid work endorsement stamp from Immigration of Malaysia is <b><u>REQUIRED</u></b>)</p> <p><b>For Salaried Employees</b> 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> 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> </ul>

	<ul style="list-style-type: none"> <li>• Purpose of journey</li> <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> <span style="color: red; font-weight: bold;">✘</span> Digital signature                      <span style="color: red; font-weight: bold;">✘</span> No full name and designation of the authorized signatory </p> <p> <span style="color: red; font-weight: bold;">✘</span> Digital company stamp              <span style="color: red; font-weight: bold;">✘</span> Issued more than 1 month ago </p> <p> <span style="color: red; font-weight: bold;">✘</span> Signed by applicant </p>
<input type="checkbox"/>	<p>⑦ Original Certified True Copies of The Latest 3 Months' Personal Bank Statements in Malaysia</p> <p><b>For Personal Vacation</b> 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 EVERY 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> <span style="color: red; font-weight: bold;">✘</span> Without CTC on all pages                      <span style="color: red; font-weight: bold;">✘</span> Bank statements from other countries </p> <p> <span style="color: red; font-weight: bold;">✘</span> Bank statement only has either bank stamp/officer's signature                      <span style="color: red; font-weight: bold;">✘</span> Without latest 3 months' bank statements </p> <p> <span style="color: red; font-weight: bold;">✘</span> Only CTC on few pages </p>
<input type="checkbox"/>	<p>⑧ Schedule of Stay in Japan Form</p>

<https://www.my.emb-japan.go.jp/files/100376066.docx>

**(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 detailed itinerary (e.g. sightseeing, free & easy, visiting Tokyo etc. **is not acceptable**)

**✘** NO AIRBNB Name/Full Address  
**✘** Without applicant's name

- ⑨ Copy of Malaysian spouse's passport copy  
(personal info page and signature page only)

- ⑩ Copy of Original Marriage Certificate

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

**If Travel Expenses Are Covered by Applicant**

- Please also submit documents ①, ②, ③, ④, ⑤, ⑥, ⑦, ⑧, ⑨, ⑩









- ⑪ Original Cover Letter from the **Applicant**

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

- Addressed to Embassy of Japan, Malaysia
- Full name (as per passport)
- Current visa status (e.g. spouse of 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 spouse 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)



















**✘** Signature not the same as per passport


<input type="checkbox"/>	<p>⑫ 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.7 for the bank statement's requirement)</b></p>
<p><b>If Travel Expenses Are Covered by Spouse</b></p>	
<input type="checkbox"/>	<p>Please also submit documents ①, ②, ③, ④, ⑤, ⑥, ⑦, ⑧, ⑨, ⑩</p>
<input type="checkbox"/>	<p>⑬ Original Sponsorship Letter from your spouse</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 spouse (as per passport)</li> <li>• Relationship between the applicant and the spouse (e.g. husband and wife)</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 (arrival date to departure date)</li> <li>• Travelling alone, with spouse or with companions (state full name, nationality, relationship)</li> <li>• All expenses will be borne by the spouse</li> <li>• Wet signature of the spouse (same as per passport)</li> </ul> <p><b>✗</b> Signature not the same as per passport</p>
<input type="checkbox"/>	<p>⑭ Original Certified True Copies of <b>The Spouse's</b> Latest 3 Months' Personal Bank Statements in Malaysia</p> <p><b>(Please refer to Document no.7 for the bank statement's requirement)</b></p>
<p><b>If you are visiting family/friends living in Japan, please also submit documents below:</b></p>	
<input type="checkbox"/>	<p>A) Invitation Letter from Inviter in Japan</p>
	<p>Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Ambassador of Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> </ul>

	<ul style="list-style-type: none"> <li>• Please use the standard format set by MOFA Japan</li> </ul> <p>Japanese Version: <a href="https://www.mofa.go.jp/mofaj/files/000472928.pdf">https://www.mofa.go.jp/mofaj/files/000472928.pdf</a></p> <p>English Version: <a href="https://www.mofa.go.jp/files/000137089.pdf">https://www.mofa.go.jp/files/000137089.pdf</a></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>B) Guarantee Letter from inviter in Japan</p> <p>Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Ambassador of Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> <li>• Please use the standard format set by MOFA Japan</li> </ul> <p>Japanese Version: <a href="https://www.mofa.go.jp/mofaj/files/000472926.pdf">https://www.mofa.go.jp/mofaj/files/000472926.pdf</a></p> <p>English Version: <a href="https://www.mofa.go.jp/files/000262545.pdf">https://www.mofa.go.jp/files/000262545.pdf</a></p> <p>  Guarantee 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>C) Copy of Inviter's Passport (personal info page and signature page only)</p>
<input type="checkbox"/>	<p>D) 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>E) Proof of Relationship with Inviter (If the inviter is a family member/relative)</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> </ul>

**If The Inviter (only family members) Guarantees The Expenses for The Trip**

<input type="checkbox"/>	⑮ Guarantor's Bank Statement/ Income Certificate/ Income Tax Certificate
<input type="checkbox"/>	⑯ Certificate of Residence 'Jyuminhyo 住民票'

<b>If you are visiting Japan for <u>Business Purpose</u>, please submit documents below:</b>			
<input type="checkbox"/>	Please also submit documents ①, ②, ③, ④, ⑤, ⑥, ⑧, ⑨, ⑩		
<input type="checkbox"/>	<p>A) Invitation Letter from Counterpart in Japan</p> <p>Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Ambassador of Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> <li>• Please use the standard format set by MOFA Japan</li> </ul> <p>Japanese Version: <a href="https://www.mofa.go.jp/mofaj/files/000472928.pdf">https://www.mofa.go.jp/mofaj/files/000472928.pdf</a></p> <p>English Version: <a href="https://www.mofa.go.jp/files/000137089.pdf">https://www.mofa.go.jp/files/000137089.pdf</a></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p> Incomplete invitation letter</p> <p> Do not mix English and Japanese within a single document</p> </td> <td style="width: 50%; vertical-align: top;"> <p> Letters addressed to Embassy of Japan in other countries</p> <p> The text turned into gibberish</p> </td> </tr> </table>	<p> Incomplete invitation letter</p> <p> Do not mix English and Japanese within a single document</p>	<p> Letters addressed to Embassy of Japan in other countries</p> <p> The text turned into gibberish</p>
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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"> <li>• Issued within 1 year</li> </ul>  Issued more than 1 year ago	