





Domestic Helper Accompanying Employer To Japan
(Short-term visit not exceeding 90 days)
must travel with employer or employer's immediate family members (e.g. spouse, children, siblings, parents)







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 <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) 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 Cover Letter from the Employer</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 of visa applicant and the employer (as per passport) • Current visa status (e.g. maid visa.) • Purpose of journey (e.g. accompany employer for tourism/visit employer's family etc.) • Date of travel (arrival date to departure date) • Duration of stay in Japan (arrival date to departure date) • Travelling with employer or with employer's family members (Please state full name, relationship with employer) • All expenses will be borne by the employer • Wet signature of the employer (same as per passport) <p> Signature not the same as per passport</p>
<input type="checkbox"/>	<p>⑦ Copy of Employer's Passport (personal info page and signature page only)</p>
<input type="checkbox"/>	<p>⑧ Copy of <u>VALID</u> Employment Contract between Employer and Maid with Endorsement (cannot be accepted without valid employment contract)</p>

	<p>Philippines / Indonesian Maid Required details: (Please do not miss any information)</p> <ul style="list-style-type: none"> • Contract must be endorsed by Philippine Embassy/ Indonesian Embassy • Must be valid during the visa application until the trip return to Malaysia from Japan <p>Other Nationalities Required details: (Please do not miss any information)</p> <ul style="list-style-type: none"> • Stamp duty from LHDN is required 		
<input type="checkbox"/>	<p>⑨ Original Certified True Copies of the Employer's 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 EVERY pages. • Account holder's name • Account number • Latest 3 months' transaction history • Current balance <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none">  Without CTC on all pages  Bank statement only has either bank stamp/officer's signature  Only CTC on few pages </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none">  Bank statements from other countries  Without latest 3 months' bank statements </td> </tr> </table>	<ul style="list-style-type: none">  Without CTC on all pages  Bank statement only has either bank stamp/officer's signature  Only CTC on few pages 	<ul style="list-style-type: none">  Bank statements from other countries  Without latest 3 months' bank statements
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<input type="checkbox"/>	<p>⑩ 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" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none">  NO Hotel Name/Full Address  NO detailed itinerary (e.g. sightseeing, free & easy, visiting Tokyo etc. is not acceptable) </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none">  NO AIRBNB Name/Full Address  Without applicant's name </td> </tr> </table>	<ul style="list-style-type: none">  NO Hotel Name/Full Address  NO detailed itinerary (e.g. sightseeing, free & easy, visiting Tokyo etc. is not acceptable) 	<ul style="list-style-type: none">  NO AIRBNB Name/Full Address  Without applicant's name
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**If The Travel Expenses are Covered by Employer's Immediate Family Members
(e.g. spouse, children, siblings, parents)**

<input type="checkbox"/>	Please also submit documents ①, ②, ③, ④, ⑤, ⑥, ⑦, ⑧, ⑩
<input type="checkbox"/>	⑪ Original Sponsorship Letter Required details: (Please do not miss any information) <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 employer and the sponsor • Current visa status (e.g. maid visa.) • 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 with sponsor or with sponsor's family (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"/>	⑫ Original Certified True Copies of The Sponsor's Latest 3 Months' Personal Bank Statements in Malaysia (Please refer to Document no.9 for the bank statement's requirement)
<input type="checkbox"/>	⑬ Proof of Relationship between the employer and the sponsor (Please do not miss any documents) <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 • Copy of sponsor's passport (personal info and signature page only) • Copy of sponsor's Malaysia long term visa