





**Certificate of Identity (C.I) 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>

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 MyPR Card (front and back)/ 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
	Visa Application Form: https://www.mofa.go.jp/mofaj/files/000124525.pdf Visa Application Form Sample: https://www.my.emb-japan.go.jp/files/100532736.pdf <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
	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>
<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 Company Letter (printed on official company letterhead) (if you are working)</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 • 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 • 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>
<input type="checkbox"/>	<p>⑦ Original Certified True Copies of The Latest 3 Months' Personal Bank Statements in Malaysia</p> <hr/> <p>For Personal Vacation 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>
<input type="checkbox"/>	<p>⑧ Schedule of Stay in Japan Form</p> <hr/> <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 <p>✘ NO Hotel Name/Full Address ✘ NO AIRBNB Name/Full Address</p> <p>✘ NO detailed itinerary (e.g. sightseeing, free & easy, visiting Tokyo etc. is not acceptable) ✘ Without applicant's name</p>
<input type="checkbox"/>	<p>⑨ Original Cover Letter from the <u>Applicant</u></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) • 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) <p>✘ Signature not the same as per passport</p>
<input type="checkbox"/>	<p>⑩ If you are married to Malaysian, kindly also submit:</p> <p>(Please do not miss any documents)</p> <ul style="list-style-type: none"> • Copy of the Marriage Certificate • Copy of your spouse passport (personal info page and signature page only) • Note: If your marriage certificate is not in English, please submit a copy of original marriage certificate and also a copy of English/Japanese translation
If Travel Expenses Are Covered by Applicant	
<input type="checkbox"/>	<p>Please also submit documents ①, ②, ③, ④, ⑤, ⑥, ⑦, ⑧, ⑨, ⑩</p>
If Travel Expenses Are Covered by Spouse/Parent/Children	
<input type="checkbox"/>	<p>Please also submit documents ①, ②, ③, ④, ⑤, ⑥, ⑧, ⑨, ⑩</p>
<input type="checkbox"/>	<p>⑪ Original Sponsorship Letter from your sponsor (eg. spouse/parent/children)</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 sponsor (as per passport) • Relationship between the applicant and the sponsor (e.g. husband and wife, parent and son/daughter) • Purpose of journey (e.g. tourism, visit family etc.) • Date of travel (arrival date to departure date)

	<ul style="list-style-type: none"> • Duration of stay in Japan (arrival date to departure date) • Travelling alone, with sponsor or with companions (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"/>	<p>⑫ Proof of relationship with your sponsor</p> <p>(Please do not miss any documents)</p> <ul style="list-style-type: none"> • Copy of the original Birth or Marriage Certificate • Copy of your sponsor's passport (personal info page and signature page only) • Note: If your marriage certificate/birth certificate is not in English, please submit a copy of original marriage certificate and also a copy of English/Japanese translation
<input type="checkbox"/>	<p>⑬ Original Certified True Copies of <u>The Sponsor's</u> Latest 3 Months' Personal Bank Statements in Malaysia</p> <p>(Please refer to Document no.7 for the bank statement's requirement)</p>
<p>If you are visiting family/friends living in Japan, please also submit documents below:</p>	
<input type="checkbox"/>	<p>A) Invitation Letter from Inviter 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> <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>
	<p>B) Guarantee Letter from inviter in Japan</p>

<input type="checkbox"/>	<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> <p> <input checked="" type="checkbox"/> Guarantee Letter incomplete <input checked="" type="checkbox"/> Letters addressed to Embassy of Japan in other countries <input checked="" type="checkbox"/> Mixing English and Japanese within the same document <input checked="" type="checkbox"/> 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>(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

<p>If you are visiting Japan for <u>Business Purpose</u>, please submit documents below:</p>	
<input type="checkbox"/>	<p>Please also submit documents ①, ②, ③, ④, ⑤, ⑥, ⑧, ⑨</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> <p> Incomplete invitation letter  Letters addressed to Embassy of Japan in other countries</p> <p> Do not mix English and Japanese within a single document  The text turned into gibberish</p>
<input type="checkbox"/>	<p>B) Guarantee Letter from Counterpart in Japan</p> <hr/> <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> <p> Incomplete guarantee letter  Letters addressed to Embassy of Japan in other countries</p> <p> Do not mix English and Japanese within a single document  The text turned into gibberish</p>
<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>