



**Malaysia Student 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

<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 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
	Do not Use erasable ink

	<p> Change the format of visa form</p> <p> Incomplete House address in Malaysia (does not include unit no, apartment's name, street name, postcode and state's name)</p> <p> Cut off at the bottom</p>
<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) <p> Unedited photos only</p> <p> No digital enhancements/photoshop</p> <p> Dark-colored tops/hijab only</p> <p> No blue backgrounds</p>
<input type="checkbox"/>	<p>⑥ Original School/University Letter (printed on school/university letterhead)</p> <p>(If your trip is sponsored by your school/university in Malaysia, please make sure it is clearly stated in the school/university letter)</p> <p>For International School Students 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 • Current status: class/year/grade level etc. • Purpose of journey • Full name, designation and wet signature of the authorized signatory • Original school stamp <p>For University Students 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 • Current Status: diploma/degree etc. • Course taken • Course duration (course start date and expected course end date) • Purpose of journey • Full name, designation and wet signature of the authorized signatory • Original university stamp

For Graduated Students

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

- Addressed to Embassy of Japan, Malaysia
- Issued within 1 month
- Current Status: graduated/completed studies
- Course taken
- Date of graduation date
- Purpose of journey
- Full name, designation and wet signature of the authorized signatory
- Original university stamp
- Copy of university transcript

For School Trip/Program Sponsored by School/University

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





- Addressed to Embassy of Japan, Malaysia
- Issued within 1 month
- Current Status: class/year/grade level/diploma/degree etc.
- Course taken (*university student only)
- Course duration (course start date and expected course end date)
- Purpose of journey
- Clearly state the expenses will be covered by school/university
- Full name, designation and wet signature of the authorized signatory
- Original school/university stamp







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|---|--|
|  Digital signature |  No full name and designation of the authorized signatory |
|  Digital school/University Stamp |  Issued more than 1 month ago |

- ⑦ Original Certified True Copies of The Latest 3 Months' Personal Bank Statements in Malaysia

Required details: **(MUST BE INCLUDED)**

- 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

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|  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 |


	<p> Only CTC on few pages</p>
<p><input type="checkbox"/></p>	<p>⑧ 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 <p>  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 </p>
<p>If Travel Expenses Are Covered by Applicant</p>	
<p><input type="checkbox"/></p>	<p>⑨ Original Cover Letter from Applicant</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. student visa 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 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>
<p><input type="checkbox"/></p>	<p>⑩ Original Certified True Copies of <u>The Applicant'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>

If Travel Expenses Are Covered by Parents who hold Malaysia Long Term in Malaysia

⑪ Original Sponsorship Letter from Parents

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

- Addressed to Embassy of Japan, Malaysia
- Full name of visa applicant and the parents (as per passport)
- Relationship between the applicant and the parents
- Current visa status (e.g. student 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 alone, with parents or with companions (state full name, nationality, relationship)
- All expenses will be borne by the parents
- Wet signature of the parents (same as per passport)

 Signature not the same as per passport

⑫ Original Certified True Copies of **The Parents'** Latest 3 Months' Personal Bank Statements in Malaysia

(Please refer to Document no.7 for the bank statement's requirement)

⑬ Proof of Relationship

(Please do not miss any documents)

- Copy of the Original Birth Certificate
- If the above document is not in English, please provide an English Translation
- Copy of parents' passport (personal info and signature page only)
- Copy of parents' Malaysia long term visa

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

<input type="checkbox"/>	<p>A) Invitation 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/000472928.pdf</p> <p>English Version: https://www.mofa.go.jp/files/000137089.pdf</p> <table border="0" style="width: 100%;"> <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>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> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>✘ Incomplete guarantee 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 guarantee 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 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>		

(Please do not miss any documents)

- 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

① Guarantor's Bank Statement/ Income Certificate/ Income Tax Certificate

② Certificate of Residence 'Jyuminhyo 住民票'

**For attending seminar/program/conference in Japan,
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>

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|--|--|
|  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>

 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