

GENERAL REQUIREMENTS FOR JAPAN VISA APPLICATION:



■ **For Employed**

- 4pcs 4.5cm x 4.5cm picture
- Original Passport
- Photocopy of Passport Bio-page
- Photocopy of Valid Visas of OECD member countries (If applicable only. For the past 5 years)
- Original Certificate of Employment (It must include the ff: Applicant's position, Date hired, Salary, Office Address, HR landline and email address. This should have a valid stamp.)
- Original Personal Bank Certificate
- Original or Certified Bank Statement (For 3months)
- Income Tax Return or Form 2316
- Copy of PRC / IBP or other valid Government IDs
- Original Copy of NSO Birth Certificate within a year

■ **For Self-Employed**

Additional requirements:

- Photocopy Business Registration from SEC or DTI
- Photocopy of Business Bank Certificate
- Original or Certified Business Bank Statement (For 3months)

■ **For House-wife/House-husband**

Additional requirements:

- Original Marriage Certificate
- If wife/husband is employed
 - Original Certificate of Employment
 - Original Bank Certificate
 - Original or Certified Bank Statetment
 - Original NSO
- If wife/husband is Self-Employed
 - Copy of Business Registration DTI or SEC
 - Photocopy of Business Permit / Mayor's Permit
 - Photocopy of ITR or Form 2316 with corresponding receipt from BIR authorized Banks
 - Original Business Bank Certificate
 - Original or Certified Business Bank Statement

■ **For Student**

Additional requirements:

- Original School Certificate
 - Photocopy of School ID
 - Original Birth Certificate
- Parents Documents:
- If Employed
 - Original Certificate of Employment
 - Original Bank Certificate
 - Original or Certified Bank Statetment
 - Original NSO
 - If Self-Employed
 - Copy of Business Registration DTI or SEC
 - Photocopy of Business Permit / Mayor's Permit
 - Photocopy of ITR or Form 2316 with corresponding receipt from BIR authorized Banks
 - Original Business Bank Certificate
 - Original or Certified Business Bank Statement

*Exemptions for ITR requirements: For frequent travellers who have travelled as tourist to OECD member countries within 5 years.

*Processing time: 7 working days (for those who have been to OECD member countries within 5 years as tourist) and 14 working days (for those who have not been to OECD member countries within 5 years.)