



SKYNET TRAVEL CORPORATION

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JAPAN VISA REQUIREMENTS

GENERAL REQUIREMENTS

- 1) **Visa application form.** Fully completed and signed the visa application form.
- 2) **Two (2) recent photos.** 45 × 45 mm size with white background. An applicant is suggested to be in decent attire, preferably dark colors with a collar.
 - a) Taken within the last three (3) months.
- 3) **Valid passport** must be valid 6 months from the date of travel. Older passports with visas on them (if you have any).
- 4) **Round trip reservation of flight Itinerary.** Include dates and flight numbers specifying entry and exit from the Japan.
- 5) **Proof of accommodation.** A document that shows where you will be accommodated throughout your stay in Japan.
 - a) Hotel confirmation certificate or hotel voucher.
 - b) A notarized letter of invitation from a host at whose house you will be staying (if you're invited).
- 6) **Proof of financial.** Evidence that you have enough money to support yourself financially throughout your stay in Japan.
 - a) Bank Certificate shall be no older than 6 months. Photocopy of last 3 months Credit Card Statement.
 - b) Sponsorship Letter by another person that confirms they will be financially supporting your trip in Japan. In order for this letter to be valid, it must be accompanied by a bank statement of the sponsor, no older than 3 months.
- 7) Photocopy of PRC ID for professionals (Doctors, Engineers, Accountants, etc.) and photocopy of IBP for Lawyers.
- 8) Original of PSA Birth Certificate and PSA Marriage Certificate (if married).
 - a) Birth Certificate under late registered, submit Baptismal Certificate, School Record (Form 137) and School Yearbook (if applicable).
 - b) Birth Certificate is unreadable or no record in PSA, submit Birth Certificate from Local Civil Registrar.
- 9) A letter from the applicant authorizing Skynet Travel Corporation to file and claim your visa in your behalf.

FOR EMPLOYEES

- 1) Certificate of Employment stating position and tenure of service.
- 2) Approved and signed leave of absence.
- 3) Income Tax Return (ITR) or Certificate of Income Tax deducted at the source of salary.
- 4) Photocopy of Company ID.
- 5) If you are travelling on business, the letter should also outline the purpose of your trip, and include the names and addresses of the companies you will visit.

FOR BUSINESSMAN

- 1) Copy of DTI and/or SEC Business Certificate.
- 2) Mayor's permit and BIR 1701 Form.
- 3) Income Tax Return (ITR).
- 4) If you are travelling on business, the letter should also outline the purpose of your trip, and include the names and addresses of the companies you will visit.

FOR STUDENTS

- 1) Original School Certificate.
- 2) Copy of School ID.

FOR RETIREE

- 1) Photocopy of Senior Citizen's ID.
- 2) Retirement Certificate for early retiree.
- 3) Affidavit of support if senior is dependent.

VISA PROCESSING FEE

- 1) It ranges from **PHP 1,000**.

PROCESSING TIME

- 1) Approximately 10 working days from the time application is received by the embassy (can be extended without prior notice).

IMPORTANT REMINDERS

- 1) Please print application form to A4 size.
- 2) No staple allowed to all requirements.
- 3) Please submit complete documents to avoid delays in processing.
- 4) Please do not leave any blank in the application form or kindly put "N.A." if it's not applicable.
- 5) Make sure that the back page of the passport is completely filled-up (Address, Tel Numbers and Name of Person to be contacted in case of emergency).
- 6) Requirements are subject to change without prior notice.

