

Purpose of visit: Attend Conference, Meeting, Company Customer Visit, as Business Purpose

[Single entry, Stay of up to 15, 30 or 90 days]

Valid Passport

Properly signed by bearer, must have at least one blank visa page.

Completed Visa application form

The applicant must complete the visa application form. You can fill out the form by ball-point pen or type. Do not use pencil. Signature must be original. On the application form, if there is a field not applicable, please write "N/A" or "None".

One passport size photograph

2X2 inches, color. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print, attach to the visa application form. Do not use staple.

Flight itinerary/reservation

Flight reservation/itinerary must issued by a travel agency or an Airline Company in English or Japanese. We advise you **not to purchase** your airline ticket until the visa is approved. In order to make a reservation without purchase, please consult with the airline or travel agency.

Invitation letter from inviting company in Japan

Inviting company can use the PDF format or they can make their own letter on company letter head. Invitation letter must state the following in Japanese: (1) Company name, (2) Company address and phone number, (4) Contact person's name, address and phone number in Japan, (5) Reason for the invitation, (6) Visa applicant's detailed schedule in Japan, (7) If any travel expense are covered by company in Japan, must state the detail of the expense (e.g. Hotel, Transportation, Airfare, etc)

A Letter from the applicant's company in the U.S.

Use company letter head, must state the following in Japanese or English: (1) Company name, (2) Company address and phone number, (3) Applicant's name, Title and Position, (4) Length of employment, (5) Purpose of visit, (6) Length of stay in Japan, (7) Guaranteeing the financial responsibility (if applicable).

Proof of your U.S. immigration status

- U.S. Permanent Resident: Copy of your Valid Permanent Resident card (Green card).
- F Visa holder: Copy of F visa, I-20 with valid travel endorsement and valid I-94 (Electric version is acceptable).
- J Visa holder: Copy of your J visa, DS-2019 with valid travel endorsement and valid I-94 (Electric version is acceptable).
- Other U.S. visa holder: Copy of your U.S. Visa and valid I-94 (Electric version is acceptable).

*In order to get the own electric I-94, please see the U.S. Customs and Border Protection website.

Passport or Visa or Clearance from country that you are intend to enter after Japan

- If you are intend to enter your own country after Japan: Your valid passport
- If you are intend to enter third country after Japan (If visa necessary): Valid visa or Clearance
- If you are intend to enter third country after Japan (If visa is not necessary): Proof that you are visa exempt to enter that country. (e.g. Print out Embassy or Consulate or Immigration website that shows your nationals are visa exempt)

Visa fee

Please refer to general single entry visa fee.

Pre-paid self addressed return envelope (Optional)

If you wish to receive your own processed passport by mail, you must submit a USPS Pre-paid self-addressed return envelope. (Notice: Recipient's name and address must be matched as on the Visa application information) Please note that The Consulate-General of Japan in Chicago is not liable for any mailing incident such as loss, damage, delay, missing, etc. If you would like to avoid any mailing incident, please pick up in person. Also, we strongly recommend you to keep tracking numbers for your records. Please do not contact us for checking the mailing status.