

FOR BUSINESS (SINGLE ENTRY VISA)

【Definition】 A foreign citizen traveling to Japan for business affairs, commerce, conferences etc., as Business. It is not permitted to perform activities to undertake revenue generating business operation or activities to receive remuneration.

【Term of Stay】 Stay of up 15, 30 or 90 days.

【Validity of Visa】 Single entry, 3 month from date of issued.

Requirements

- VALID PASSPORT:** Properly signed by bearer, must have at least two un-used blank visa pages.
- COMPLETED VISA APPLICATION FORM** [[For Typing](#)] [[For Handwriting](#)]: 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 issue by the travel agency or Airline Company in English or Japanese under visa applicant's name. 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.
- HOTEL RESERVATION:** Hotel reservation must issue by a Hotel or a travel agency under your name. Hotel reservation must cover your entire stay in Japan.
- SCHEDULE OF STAY** [[English](#)] [[日本語](#)]: Describe day by day detailed activity plan in Japan. If you are traveling with someone, please describe all traveler's name on the form.
- YOUR MOST RECENT BANK STATEMENT:** Bank statement must be issued by the Bank in the U.S. under your name and current address.
- REASON FOR INVITATION FORM** [[English](#)] [[日本語](#)]: The form must be addressed to the Consulate-General of Japan in Chicago. State the purposes of entry in detail to explain activities planned in Japan. (Describe specific activities, instead of vague references such as "visiting company" or "meeting.") In the column for an inviting person, be sure to specify the address, his/her full name and the phone number, and please set the company seal (社印) or representative's seal (役職印) on this form. Private seals (私印) are unacceptable. Write the full name of an applicant using the alphabetic characters.

A BUSSINESS LETTER FROM THE APPLICANT'S COMPANY IN THE U.S.

Use company letter head with appropriate signature by manager or higher. The letter must describe the followings 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) Detailed Purpose of visit, (6) Length of stay in Japan, (7) Guaranteeing the financial responsibility (if applicable). Photo copy is no acceptable.

PROOF OF YOUR U.S. IMMIGRATION STATUS:

U.S. Permanent Resident → Copy of your Valid Permanent Resident card (Green card). Do not submit original card.

F Visa holder → Copy of F visa, I-20 with valid travel endorsement and valid I-94 (Electric version is acceptable). Do not submit original I-20.

J Visa holder → Copy of your J visa, DS-2019 with valid travel endorsement and valid I-94 (Electric version is acceptable). Do not submit original DS-2019

▶ Other U.S. visa holder → Copy of your U.S. Visa and valid I-94 (Electric version is acceptable).

※ In order to obtain 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. (Example; 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. Payment method; we accept only exact amount of CASH (No change). We don't accept any cards, Cashier's check, Certified check, Personal check, Company check and Money order.

AUTHORIZATION FORM: This is mandatory if someone else apply or/and pickup behalf of you. You don't need submit this form if you are applying by mail or in person.

U.S. POSTAL SERVICE EXPRESS MAIL or PRIORITY MAIL PRE-PAID SELF-ADDRESSED RETURN ENVELOPE (Size: 12.5X9.5 inch) and COMPLTED RELEASE OF LIABILITY: This is mandatory for applicant who apply via mail. If you are applying in person and wish to receive your processed passport (Visa) by mail, you must submit a USPS Pre-paid self-addressed return envelope when you are applying the Visa. (No FEDEX, UPS etc.). Recipient's name and address must be matched as on the Visa application information.