

## APPLY VISA WITH CERTIFICATE OF ELIGIBILITY

**【Definition】** A foreign citizen traveling to Japan for work, study as college/high school student or to live.

**【Term of Stay】** Up to 5 years.

**【Validity of Visa】** In general, a visa is only valid for one entry. A visa is valid for 3 months from the day of issuance. Therefore, entry into Japan should occur within this time frame. A Multiple entry visa is valid for 1 to 5 years. Multiple entry visas can be issued to citizens of countries that Japan has bilateral agreements.

### 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.
- CERTIFICATE OF ELIGIBILITY (Issued by Immigration Bureau in Japan):** Validity of the Certificate of Eligibility is 3 months from date of issue. Therefore, please beware that you must obtain the Japan visa and enter Japan within 3 months from the date of issue of the Certificate of Eligibility. If you have any question about requirements, processing time, etc of the Certificate of Eligibility, please inquire to your proxy or Immigration bureau in Japan.
- Copy of contract between visa applicant and company/organization in Japan:** Only for U.S. citizen who is applying for Entertainer, Artist, Engineer, Skilled labor visa. Type of visa indicates on the Certificate of Eligibility.
- Copy of primary's Passport, Japan visa, landing permission and Residence card:** Only for Dependent visa applicant, if primary visa holder is already residing in Japan.
- [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.
- 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.](#)
- VISA FEE: No visa fee for U.S. citizen.** 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.
- [U.S. POSTAL SERVICE EXPRESS MAIL](#) or [PRIORITY MAIL](#) PRE-PAID SELF-ADDRESSED RETURN ENVELOPE (Size: 12.5X9.5 inch) and COMPLETED [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.