

For Visit/Meet Person(s) Who Reside in U.S. Military Base in Japan

- 【Definition】** A foreign citizen traveling to Japan for visit relatives/ acquaintances who reside in Japan as U.S. military member (SOFA). Not including business or academic purposes. 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 or 2x1.4inches, 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:** Must be issued 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. For standby (aka: non-rev) passengers, they must submit flight listing instead of flight itinerary/reservation.
- ITINERARY IN JAPAN** [[English](#)] [[日本語](#)]: Describe a day by day detailed activity plan in Japan. If you are traveling with someone, please list all traveler's names on the form. Every day must be accounted for, even if your stay is as long as 90 days.
- YOUR MOST RECENT BANK STATEMENT:** Bank statement must be issued by the Bank in the U.S. under your name and current address.
- INVITATION FORM** [[English](#)] [[日本語](#)]: Completed by the inviting party IN JAPAN. The form must be addressed to the Consul-General of Japan in Chicago. State the purposes of the trip in detail and explain activities planned in Japan. (Describe specific activities, instead of vague references such as "visiting company" or "meeting.") The inviting person must specify their address, his/her full name and the phone number.
- PROOF OF INVITING PERSON'S CURRENT ADDRESS IN JAPAN:** Copy of utility bill, contract of housing.
- INVITING PERSON'S COPY OF TRAVEL ORDER OR EMPLOYMENT VERIFICATION LETTER ISSUED BY THE U.S. MILITARY:**
- PROOF OF RELATIONSHIP BETWEEN VISA APPLICANT AND INVITING PERSON:**

Visiting Family member	Example: Birth certificate, Marriage certificate etc.
Visiting Acquaintances	Example: Photograph that taken together, email telephone records etc.
- 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**: 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 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.