

FOR BUSINESS (SINGLE ENTRY VISA)

Who can apply?: A foreign citizen traveling to Japan for business affairs, commerce, conferences etc. It is not permitted to perform activities to undertake revenue generating business operations or activities to receive remuneration (payment) from an entity in Japan. Payment during your trip must come from your company in the US.

Term of Stay: 15, 30 or 90 days.

Validity of Visa: Multiple entry, 1, 3 or 5 years from the date of issue.

※An examination will be initially conducted using the submitted documents. However, the applicant may be required to submit additional documents if requested.

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 typing. 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.
- HOTEL RESERVATION:** Hotel reservation must be issued by a Hotel or a travel agency under your name. Hotel reservation must cover your entire stay in Japan.
- 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:** Must be issued by your bank in the US and must display your name and current address.
- REASON FOR 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.

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

Use company letter head with an appropriate signature by a manager or higher. The letter must describe 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) Detailed Purpose of visit, (6) Length of stay in Japan, (7) Guaranteeing the financial responsibility (if applicable). Photocopy is not 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 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.