

Revised visa application procedure

Effective:10/1/2020 Rev:11/1/2020

Who can apply? (Must be applicable All from A to C, and must be applicable one of D to H)

- A) Applicant whom reside within our jurisdiction (Illinois, Indiana, Wisconsin, Missouri, Kansas, Minnesota, Nebraska, North Dakota, South Dakota or Iowa).
- B) U.S. citizen or Non-U.S. citizen whom stay with green card, work visa or student visa.
- C) You will take direct flight from U.S. to Japan.
- D) You possess a Certificate of Eligibility issued by the Immigration Services Agency of Japan.
- E) Your purpose of visit is strictly for Participation in business meetings, Business affairs (business liaison, business consultations, contract signing, after sales service, market research), Cultural exchange, Municipality exchange, Sports exchange, etc
- F) Spouse or child of Japanese national
- G) Spouse or minor child of permanent resident of Japan
- H) Emergency (Involve humanitarian reasons)

How to apply?

In person: You can apply in person any time during Visa section hours. Appointment is not necessary.

By mail: Applicants who reside outside of Cook County, Lake County, McHenry County, Kane County, Du Page County, Will County, Kendall County in Illinois and Lake County in Indiana are eligible to apply by mail. You can choose any mailing carrier to send your application.

Proxy: If you ask someone to apply for your visa application on behalf of you, you must submit completed Authorization form. Also, authorized person must bring their Identification.

- 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, you must apply and pick up in person. Even though, if you choose to use mail, we encourage you to keep tracking numbers. Do not contact us for checking the mailing status.
- Please be aware of [Chicago travel order](#) by City of Chicago.
- In order to apply for a visa, please make sure you have ALL requirements. We will not accept any partial application.

Processing time

If all criteria of visa issuance are met, most visas can normally be processed in 5-7 business days (not including mailing time). There is NO EXPEDITE SERVICE, first-come-first served basis. Every application takes standard processing time. Please note that some visa applications require consultation with our headquarters in Japan and may take longer than general processing time.

Visa fee and Visa fee exemption: Please check [here](#) (Refer to #11 and #12).

Visa requirements for applicant whom possess a Certificate of Eligibility

- VALID PASSPORT: Properly signed by bearer, must have at least two unused 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: Please submit original Certificate of Eligibility. If you are unable to receive original Certificate of eligibility due to mail delay, please submit clear scanned copy, both front and backside.
 - 2 sets of completed [Written Pledge form](#) (誓約書): This form must be completed by your visa sponsor organization in Japan(no individual). Please contact your company, school or organization in Japan and ask for complete this form. Please make sure each applicant need individual completed Pledge forms. Clear scanned copy is acceptable. You don't need to submit this requirement if you apply for Spouse or Child of Japanese National or permanent resident visa.
 - [AUTHORIZATION FORM](#): This is mandatory if someone else apply or/and pickup behalf of you.
 - PROOF OF YOUR U.S. IMMIGRATION STATUS (Only for non U.S. citizen)
 - 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 and full page of 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 and full page of 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.
 - FedEx or UPS Pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express Mail or Priority Mail Pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

Visa requirements for Participation in essential meetings, Business affairs (business liaison, business consultations, contract signing, after sales service, market research), Cultural exchange, Municipality exchange, Sports exchange, etc in Japan.

- VALID PASSPORT: Properly signed by bearer, must have at least two unused 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 Employment: Please use company letter head with appropriate signature by manager or higher. The letter must describe the followings in Japanese or English language: Full name of employee, Date of birth, Passport number and Title. Copy is not acceptable.
 - REASON FOR INVITATION FORM(招へい理由書) [[English](#)] [[日本語](#)]: The form must be addressed to the Consul-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.")
 - LETTER OF GUARANTEE (身元保証書) [[English](#)] [[日本語](#)]: Be sure to fill out all items on the Letter of Guarantee, as an omission of even single item is regarded the Letter of Guarantee as an incomplete form. Follow the instructions in the "Letter of Reason for Invitation".
 - 2 sets of completed [Written Pledge form](#) (誓約書): This form must be completed by your visa sponsor organization in Japan(no individual). Please contact your company, school or organization in Japan and ask for complete this form. Please make sure each applicant need individual completed Pledge forms. Clear scanned copy is acceptable. You don't need to submit this requirement if you apply for Spouse or Child of Japanese National or permanent resident visa.
 - [AUTHORIZATION FORM](#): This is mandatory if someone else apply or/and pickup behalf of you.
 - PROOF OF YOUR U.S. IMMIGRATION STATUS (Only for non U.S. citizen)
 - 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 and full page of 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 and full page of 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.
 - FedEx or UPS pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express Mail or Priority Mail pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

For Spouse or child of Japanese national (Stay of less than 90 days)

- VALID PASSPORT: Properly signed by bearer, must have at least two unused 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. You don't need this requirement if you are staying at the inviting person's house.
 - SCHEDULE OF STAY [[English](#)] [[日本語](#)]: Describe day by day detailed activity plan in Japan, especially first 14 days. Please use multiple forms if you can't fill on all your schedule in one page.
 - 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 completed by who currently reside in Japan and addressed to the Consul-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" or "meeting.")
 - PROOF OF RELATIONSHIP BETWEEN VISA APPLICANT AND JAPANESE SPOUSE OR CHILD:
 - [For spouse] :Your Japanese spouse's Family Register (called KO-SE-KI 戸籍謄本) issued no longer than 3 months prior to the application date.
 - [For Child] : Your parent's Family Register (called KO-SE-KI 戸籍謄本) and your birth certificate issued by birth country authority.
 - [AUTHORIZATION FORM](#): This is mandatory if someone else apply or/and pickup behalf of you.
 - PROOF OF YOUR U.S. IMMIGRATION STATUS (Only for non U.S. citizen)
 - 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 and full page of 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 and full page of 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.
 - FedEx or UPS pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express Mail or Priority Mail pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

Visa requirements for above G) and H): Please inquire by telephone or email. In order to reply, please give us following information

- Your full name
- Your current address
- Contact phone number
- Nationality
- U.S. visa status and expiry date of your current U.S. visa (Only for non U.S. citizen)
- Detailed purpose of visit to Japan
- Intended Length of stay in Japan
- The name of the country that you intend to enter after Japan