

Revised Visa Application Procedure

***Please note that due to COVID-19 all visas are single entry only until further notice**

[General information for Border enforcement and quarantine measures to prevent the spread of COVID-19](#)

Who Can Apply for a Visa? (Must qualify under one of the following 8 conditions)

U.S. citizens, or Non-U.S. citizens who are staying in the US with a green card and any visa except B1/B2 visas, who reside within our jurisdiction (Illinois, Indiana, Wisconsin, Missouri, Kansas, Minnesota, Nebraska, North Dakota, South Dakota or Iowa), and fall into one of the following categories:

- (1) Foreign nationals who departed from Japan with a re-entry permit before August 31, 2020 and who were not permitted to re-enter Japan because the validity period of the re-entry permission expired after the country/region of stay was designated an area subject to denial of landing: Please obtain a new Certificate of Eligibility at the regional immigration bureau of Japan and contact us.
- (2) Spouse or child of a Japanese national/permanent resident

Stay of less than 90 days as Temporary visitor ➡	See Annex 1 for Visa required documents. Purpose of visit MUST be visiting family.
Stay of more than 91 days ➡	Please obtain a Certificate of Eligibility. See Annex 2 for Visa required documents.

- (3) Spouse or child of a foreign national who has the Status of Residence of "Long-Term Resident" whose family is staying in Japan and who has been separated from the family: Please check your Status as Long-Term Resident on your Residence card and contact us.
- (4) A foreign national who possess a Certificate of Eligibility as Dependent.*** See **Annex 6**
- (5) A foreign national who possess a Certificate of Eligibility other than those listed above. See **Annex 3**
- (6) A foreign national who is about to acquire the Status of "Medical Services", and who contributes to the strengthening Japanese medical systems: Please obtain a Certificate of Eligibility and contact us.
- (7) Business, Academic, and other short-term travel with an Inviting Organization in Japan [stay of less than 90 days]: See **Annex 4**
- (8) Applicants visiting family members residing in Japan (other than those described in (2)) [for a stay of less than 90 days]: See **Annex 5**
- (9) Applicants traveling as part of a group tour sponsored by a Japanese tourism agency. See **Annex 7**

***If you hold a Certificate of Eligibility with the status "Designated Activities" please contact us for information

How to Apply

In person: No appointment needed. You can apply in person any time during Visa section hours (Mon-Fri, 10:00-12:15 and 13:15-15:00).

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 mail carrier to send your application.

Proxy: If you ask someone to apply for your visa on your behalf, you must submit a completed Authorization form. Additionally, the authorized person must bring their identification (Passport, Driver's license, State ID card).

Visa Fee and Visa Fee Exemption: No fee for US citizens. For all other nationalities, please check [here](#) (Refer to #11 and #12).

Please note that The Consulate-General of Japan in Chicago is not liable for any mailing incidents such as loss, damage, delay, etc. If you would like to avoid any mailing incidents, you must apply and pick up in person. However, if you choose to use mail, we encourage you to keep relevant tracking numbers. Do not contact us to check mailing status.

[Current Quarantine Measurements information](#) by Ministry of health, labor and welfare

Please contact the Ministry of health labor and welfare (Tel # +81-3-3595-2176) or your [port of entry Quarantine station](#) for current quarantine information, including: Proof of negative COVID-19 test within 72 hours prior to departure, written pledge, smart phone apps, health questionnaire, transportation restriction, self-quarantine, etc.

Annex 1

Required Visa Documents for the Spouse or child of a Japanese national/permanent resident

Visiting Family for a stay of less than 90 days (as a Temporary visitor)

REQUIREMENT LIST FOR GROUP A – PASSPORT HOLDERS OF COUNTRIES THAT DID NOT REQUIRE A VISA PRE-COVID. SEE HERE FOR A COMPLETE LIST:

https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

- ☐ Valid Passport: Properly signed by bearer, must have at least two unused blank visa pages.
- ☐ [Completed Visa Application Form](#): The applicant must complete the visa application form. You can fill out the form with a ball-point pen or by typing. Do not use pencil. Signature must be original. On the application form, if there is a field that is not applicable, please write "N/A" or "None."
- ☐ One Passport Style Photograph: 2X2 inches OR 45X35 mm, color, neutral white background. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print and attach it to the visa application form. Do not use staples.
- ☐ Proof of Relationship between Visa Applicant and Spouse or Parent who is either Japanese or a permanent resident status holder:

For spouse of Japanese ➡	①Your Japanese spouse's Family Register (called KO-SE-KI 戸籍謄本) listing you as their spouse. Both originals and photocopies are acceptable.
For child of Japanese ➡	①Your Japanese parent's Family Register (called KO-SE-KI 戸籍謄本) and ②Your original or certified birth certificate issued by the birth country's authority.
Former Japanese national applying as child of Japanese national ➡	①Your Family Register (called KO-SE-KI 戸籍謄本). Make sure that your naturalization information is indicated on your Family Register. If you haven't reported about your naturalization, please submit KOKUSEKI-SOSHITU-TODOKE (国籍喪失届) before applying for a visa.
For spouse of a permanent resident status holder ➡	①Original or certified Marriage certificate, ②Your spouse's Certificate of residency (JYU-MIN-HYO 住民票) issued within the last 3 months by their city hall in Japan, ③Copy of their Residence card.
For child of a permanent resident status holder ➡	①Original or certified Birth certificate and ②Your parent's Certificate of residency (JYU-MIN-HYO 住民票) issued within the last 3 months by their city hall in Japan ③ Copy of their Residence card.

- ☐ [Authorization Form](#): This is mandatory if someone else is applying or/and picking up on your behalf.
- ☐ Proof of Your U.S. Immigration Status: (this item is not applicable for U.S. citizens)

U.S. Permanent Resident ➡	Copy of your Valid Permanent Resident card (Green card). Do not submit the original card.
Visa holder ➡	Copy of your visa and I-94. In addition, F visa holders must submit a copy of their I-20, J visa holders must submit a copy of their DS-2019. In order to obtain an electric I-94, please see the U.S. Customs and Border Protection website .

- ☐ VISA FEE: No visa fee for U.S. citizens. Other nationalities, please check [here](#). (Column #11)
- ☐ FedEx or UPS [pre-paid](#) self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express or Priority Mail pre-paid self-addressed return shipping label/stamps and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

REQUIREMENT LIST FOR GROUP B – ALL OTHER COUNTRIES

- ☐ Valid Passport: Properly signed by bearer, must have at least two unused blank visa pages.
- ☐ [Completed Visa Application Form](#): The applicant must complete the visa application form. You can fill out the form with a ball-point pen or by typing. Do not use pencil. Signature must be original. On the application form, if there is a field that is not applicable, please write "N/A" or "None."

- ☐ One Passport Style Photograph: 2X2 inches OR 45X35 mm, color, neutral white background. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print and attach it to the visa application form. Do not use staples.
- ☐ FLIGHT Itinerary / Reservation: Please submit if you already possess flight tickets to Japan. You can apply for a visa without this if necessary.
- ☐ Schedule of Stay [\[English\]](#) [\[日本語\]](#): Describe day by day (from the arrival date to the departure date) your detailed activity plan in Japan, especially the first 14 days such as transportation method from the airport to your self-quarantine place and the address of your self-quarantine place. Use multiple forms if you can't fit your schedule on one page.
- ☐ Your Most Recent Monthly Bank Statement: Bank statement must be issued by a 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 someone who currently resides in Japan, 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"). In the column for an inviting person, be sure to specify the address, his/her full name and the phone number.
- ☐ Proof of Relationship between Visa Applicant and Spouse or Parent who is either Japanese or a permanent resident status holder:

For spouse of Japanese ➡	①Your Japanese spouse's Family Register (called KO-SE-KI 戸籍謄本) issued within the last 3 months.
For child of Japanese ➡	①Your Japanese parent's Family Register (called KO-SE-KI 戸籍謄本) and ②Your original or certified birth certificate issued by the birth country's authority.
Former Japanese national applying as child of Japanese national ➡	①Your Family Register (called KO-SE-KI 戸籍謄本). Make sure that your naturalization information is indicated on your Family Register. If you haven't reported about your naturalization, please submit KOKUSEKI-SOSHITU-TODOKE (国籍喪失届) before applying for a visa.
For spouse of a permanent resident status holder ➡	①Original or certified Marriage certificate, ②Your spouse's Certificate of residency (JYU-MIN-HYO 住民票) issued within the last 3 months by their city hall in Japan, ③Copy of their Residence card.
For child of a permanent resident status holder ➡	①Original or certified Birth certificate and ②Your parent's Certificate of residency (JYU-MIN-HYO 住民票) issued within the last 3 months by their city hall in Japan ③ Copy of their Residence card.

- ☐ Proof of emergency: If you have humanitarian emergency reasons, please submit a personal statement and proof of the humanitarian emergency reasons (example; a letter from medical doctor etc.). You don't need this item if you don't have a humanitarian emergency.
- ☐ [Authorization Form](#): This is mandatory if someone else is applying or/and picking up on your behalf.
- ☐ Proof of Your U.S. Immigration Status: (this item is not applicable for U.S. citizens)

U.S. Permanent Resident ➡	Copy of your Valid Permanent Resident card (Green card). Do not submit the original card.
Visa holder ➡	Copy of your visa and I-94. In addition, F visa holders must submit a copy of their I-20, J visa holders must submit a copy of their DS-2019. <u>In order to obtain an electric I-94, please see the U.S. Customs and Border Protection website.</u>

- ☐ VISA FEE: No visa fee for U.S. citizens. Other nationalities, please check [here](#). (Column #11)
- ☐ FedEx or UPS pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express or Priority Mail pre-paid self-addressed return shipping label/stamps and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

Annex 2

Required Visa Documents for the Spouse or Child of a Japanese national/permanent resident for a stay of more than 91 days

- ☐ Valid Passport: Properly signed by bearer, must have at least two unused blank visa pages.
- ☐ [Completed Visa Application Form](#): The applicant must complete the visa application form. You can fill out the form with a ball-point pen or by typing. Do not use pencil. Signature must be original. On the application form, if there is a field that is not applicable, please write "N/A" or "None."
- ☐ One Passport Style Photograph: 2X2 inches OR 45X35 mm, color, neutral white background. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print and attach it to the visa application form. Do not use staples.
- ☐ FLIGHT Itinerary / Reservation: Please submit if you already possess flight tickets to Japan. You can apply for a visa without this if necessary.
- ☐ Certificate of Eligibility: Please submit your original Certificate of Eligibility. If you are unable to receive your original Certificate of eligibility due to mail delay, please submit a clear scanned copy, both front and backside. You must return your original Certificate of eligibility to the immigration bureau after you are admitted to Japan. If your Certificate of eligibility was issued more than 3 months ago, you must complete and submit [this form](#) for a visa as the Spouse/child of a Japanese national or permanent resident, or [this form](#) for other visas other than as the Spouse/child of a Japanese national or permanent resident.
- ☐ [Authorization Form](#): This is mandatory if someone else is applying or/and picking up on your behalf.
- ☐ Proof of Your U.S. Immigration Status: (this item is not applicable for U.S. citizens)

U.S. Permanent Resident ➡	Copy of your Valid Permanent Resident card (Green card). Do not submit the original card.
Visa holder ➡	Copy of your visa and I-94. In addition, F visa holders must submit a copy of their I-20, J visa holders must submit a copy of their DS-2019. <u>In order to obtain an electric I-94, please see the U.S. Customs and Border Protection website.</u>

- ☐ VISA FEE: No visa fee for U.S. citizens. Other nationalities, please check [here](#). (Column #11)
- ☐ FedEx or UPS pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express or Priority Mail pre-paid self-addressed return shipping label/stamps and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

Annex 3

Required documents list for Application with Certificate of Eligibility

- ☐ Valid Passport: Properly signed by bearer, must have at least two unused blank visa pages.
- ☐ [Completed Visa Application Form](#): The applicant must complete the visa application form. You can fill out the form with a ball-point pen or by typing. Do not use pencil. Signature must be original. On the application form, if there is a field that is not applicable, please write "N/A" or "None."
- ☐ One Passport Style Photograph: 2X2 inches OR 45X35 mm, color, neutral white background. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print and attach it to the visa application form. Do not use staples.
- ☐ FLIGHT Itinerary / Reservation: Please submit if you already possess flight tickets to Japan. You can apply for a visa without this if necessary.
- ☐ [Certificate of Eligibility](#): Please submit your original Certificate of Eligibility. If you are unable to receive your original Certificate of eligibility due to mail delay, please submit a clear scanned copy, both front and backside. You must return your original Certificate of eligibility to the immigration bureau after you are admitted to Japan. If your Certificate of eligibility was issued more than 3 months ago, you must complete and submit [this form](#) for a visa as the Spouse/child of a Japanese national or permanent resident, or [this form](#) for other visas other than as the Spouse/child of a Japanese national or permanent resident.
- ☐ [ERFS registration](#) confirmation form
The inviting organization in Japan (school, business, religious organization, etc.) must contact the MHLW for registration. Once your registration has been processed, the system will generate a confirmation form. Please print this out and submit it to us.
- ☐ **STUDENT VISA APPLICANTS ONLY**: Please submit BOTH of the following forms:
 - (1) Confirmation form completed by your school in Japan.
<https://www.moj.go.jp/isa/content/001374361.docx>
 - (2) Confirmation form completed by you
<https://www.moj.go.jp/isa/content/001374370.docx>
- ☐ [Authorization Form](#): This is mandatory if someone else is applying or/and picking up on your behalf.
- ☐ Proof of Your U.S. Immigration Status: (this item is not applicable for U.S. citizens)

U.S. Permanent Resident ➡	Copy of your Valid Permanent Resident card (Green card). Do not submit the original card.
Visa holder ➡	Copy of your visa and I-94. In addition, F visa holders must submit a copy of their I-20, J visa holders must submit a copy of their DS-2019. <u>In order to obtain an electric I-94, please see the U.S. Customs and Border Protection website.</u>
- ☐ VISA FEE: No visa fee for U.S. citizens. Other nationalities, please check [here](#). (Column #11)
- ☐ FedEx or UPS pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express or Priority Mail pre-paid self-addressed return shipping label/stamps and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

Annex 4

Required documents for Short-term travel (Temporary visitor visa for less than 90 days) with Inviting Organization in Japan: Business, Academic purposes, etc.

REQUIREMENT LIST FOR GROUP A – PASSPORT HOLDERS OF COUNTRIES THAT DID NOT REQUIRE A VISA PRE-COVID. SEE HERE FOR A COMPLETE LIST:

https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

- ☐ Valid Passport: Properly signed by bearer, must have at least two unused blank visa pages.
- ☐ [Completed Visa Application Form](#): The applicant must complete the visa application form. You can fill out the form with a ball-point pen or by typing. Do not use pencil. Signature must be original. On the application form, if there is a field that is not applicable, please write "N/A" or "None."
- ☐ One Passport Style Photograph: 2X2 inches OR 45X35 mm, color, neutral white background. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print and attach it to the visa application form. Do not use staples.
- ☐ [ERFS registration confirmation form](#)
The inviting organization in Japan (school, business, religious organization, etc.) must contact the MHLW for registration. Once your registration has been processed, the system will generate a confirmation form. Please print this out and submit it to us.
- ☐ Proof of Your U.S. Immigration Status: (this item is not applicable for U.S. citizens)

U.S. Permanent Resident ➡	Copy of your Valid Permanent Resident card (Green card). Do not submit the original card.
Visa holder ➡	Copy of your visa and I-94. In addition, F visa holders must submit a copy of their I-20, J visa holders must submit a copy of their DS-2019. <u>In order to obtain an electric I-94, please see the U.S. Customs and Border Protection website.</u>

- ☐ VISA FEE: No visa fee for U.S. citizens. Other nationalities, please check [here](#). (Column #11)
- ☐ [Authorization Form](#): This is mandatory if someone else applies or/and picks up on your behalf. You don't need to submit this form if you are applying by mail or in person.
- ☐ FedEx or UPS [pre-paid](#) self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express or Priority Mail pre-paid self-addressed return shipping label/stamps and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

REQUIREMENT LIST FOR GROUP B – ALL OTHER COUNTRIES

- ☐ Valid Passport: Properly signed by bearer, must have at least two un-used blank visa pages.
- ☐ [Completed Visa Application Form](#): 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 that is not applicable, please write "N/A" or "None."
- ☐ One Passport Style Photograph: 2X2 inches OR 45X35 mm, color, neutral white background. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print and attach it to the visa application form. Do not use staples.
- ☐ [ERFS registration confirmation form](#): The inviting organization in Japan (school, business, religious organization, etc.) must contact the Ministry of Health, Labor, and Welfare for registration. Once your registration has been processed, the system will generate a confirmation form. Please print this out and submit it to us.
- ☐ Schedule of Stay [\[English\]](#) [\[日本語\]](#): Describe day by day detailed activity plan in Japan. If you are traveling with someone, please list all travelers' names on the form.
- ☐ 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 Business Letter from the Applicant's Company or School 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) Guarantee of financial responsibility (if applicable).

☐ If applying for Short-term Study at a School in Japan ONLY:

Your letter of acceptance from the school or institute in Japan.

☐ Proof of Your U.S. Immigration Status: (this item is not applicable for U.S. citizens)

U.S. Permanent Resident ➡	Copy of your Valid Permanent Resident card (Green card). Do not submit the original card.
Visa holder ➡	Copy of your visa and I-94. In addition, F visa holders must submit a copy of their I-20, J visa holders must submit a copy of their DS-2019. In order to obtain an electric I-94, please see the U.S. Customs and Border Protection website .

☐ Passport or Visa or Clearance From Country That You Intend to Enter After Japan:

▶ If you intend to enter your own country after Japan → Your valid passport

▶ If you intend to enter a third country after Japan (and a visa is necessary) → Valid visa or Clearance

▶ If you intend to enter a third country after Japan (and a 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](#) (see sections 11 and 12). We accept only exact amounts of CASH (No change) or Money Orders. We do NOT accept any cards, cashier's checks, certified checks, personal checks, or company checks.

☐ [Authorization Form](#): This is mandatory if someone else applies or/and picks up on your behalf. You don't need to submit this form if you are applying by mail or in person.

☐ Pre-Paid Self-Addressed Return Envelope (Size: 12.5X9.5 inch) and Completed [Release of Liability form](#): This is mandatory for applicants who apply via mail. If you are applying in person and wish to receive your processed passport (Visa) by mail, you must submit a pre-paid self-addressed return envelope when you are applying the Visa. USPS, FedEx, and UPS are all acceptable carriers. Recipient's name and address must match the Visa application information.

Annex 5

Required Visa Documents for Applicants Visiting Family Members Residing in Japan (who do not qualify under annex 1)

For a stay of less than 90 days (as a Temporary visitor)

REQUIREMENT LIST FOR GROUP A – PASSPORT HOLDERS OF COUNTRIES THAT DID NOT REQUIRE A VISA PRE-COVID. SEE HERE FOR A COMPLETE LIST:

https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

- ☐ Valid Passport: Properly signed by bearer, must have at least two unused blank visa pages.
- ☐ [Completed Visa Application Form](#): The applicant must complete the visa application form. You can fill out the form with a ball-point pen or by typing. Do not use pencil. Signature must be original. On the application form, if there is a field that is not applicable, please write “N/A” or “None.”
- ☐ One Passport Style Photograph: 2X2 inches OR 45X35 mm, color, neutral white background. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print and attach it to the visa application form. Do not use staples.
- ☐ Invitation Letter [\[English\]](#)[\[日本語\]](#): This form must be completed by the family member whom the applicant will be visiting in Japan. Be as specific as possible and avoid vague references such as “visiting” or “meeting.” In the column for the inviting person, be sure to specify their address, full name, and phone number. Also ensure that the box indicating compliance with the written pledge is checked.
- ☐ Proof of Relationship between Visa Applicant and family member residing in Japan. This will vary depending on the nature of the relationship between the applicant and the family member in Japan. Acceptable documents may include birth certificates, marriage certificates, family registers (KO-SE-KI 戸籍謄本), certificates of residency (JYU-MIN-HYO 住民票), and copies of residence cards, depending on the type of relationship. In many cases more than one document will be required

If the applicant’s relative is a Japanese national, their family register (called KO-SE-KI 戸籍謄本) must be included in these documents. **If the applicant’s relative is a member of the U.S. military currently stationed in Japan**, a copy of their travel order or employment verification letter issued by the U.S. military, along with proof of their address in Japan (copy of utility bill, housing contract etc.), must be included in these documents. **If the applicant’s relative is not a Japanese national or U.S. military member**, a copy of their Certificate of residency (JYU-MIN-HYO 住民票) issued within the last three months and a copy of their residence card (front and back) must be included in these documents. Please see the table below for reference:

RELATIONSHIP	PRIMARY REQUIRED DOCUMENTS (BASED ON THE FAMILY MEMBER IN JAPAN’S RESIDENTIAL STATUS)	SECONDARY REQUIRED DOCUMENTS (FOR PROVING THE RELATIONSHIP BETWEEN THE APPLICANT AND FAMILY MEMBER)
Family member is a Japanese national	Japanese family member’s family register (KO-SE-KI TO-HON) (戸籍謄本)	Any additional documents beyond the family register that are needed to prove the relationship between the applicant and the Japanese national (such as birth certificates, wedding certificates, etc.)
Family member is a U.S. military member	A copy of the U.S. military member’s travel order or employment verification letter issued by the U.S. military, along with proof of their address in Japan (copy of utility bill, housing contract etc.).	Any and all documents necessary to prove the relationship between the applicant and the military member (such as birth certificates, wedding certificates, etc.)
Family member does not fall into either of the above categories	A copy of the family member’s Certificate of Residency (JYU-MIN-HYO 住民票) issued within the last three months and a copy of their residence card (front and back)	Any and all documents necessary to prove the relationship between the applicant and the family member residing in Japan (such as birth certificates, wedding certificates, etc.)

- ☐ [Authorization Form](#): This is mandatory if someone else is applying or/and picking up on your behalf.
- ☐ Proof of Your U.S. Immigration Status: (this item is not applicable for U.S. citizens)

U.S. Permanent Resident ➡	Copy of your Valid Permanent Resident card (Green card). Do not submit the original card.
Visa holder ➡	Copy of your visa and I-94. In addition, F visa holders must submit a copy of their I-20, J visa holders must submit a copy of their DS-2019. <u>In order to obtain an electric I-94, please see the U.S. Customs and Border Protection website.</u>

- ☐ VISA FEE: No visa fee for U.S. citizens. Other nationalities, please check [here](#). (Column #11)
- ☐ FedEx or UPS pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express or Priority Mail pre-paid self-addressed return shipping label/stamps and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

REQUIREMENT LIST FOR GROUP B – ALL OTHER COUNTRIES

- ☐ Valid Passport: Properly signed by bearer, must have at least two unused blank visa pages.
- ☐ [Completed Visa Application Form](#): The applicant must complete the visa application form. You can fill out the form with a ball-point pen or by typing. Do not use pencil. Signature must be original. On the application form, if there is a field that is not applicable, please write “N/A” or “None.”
- ☐ One Passport Style Photograph: 2X2 inches OR 45X35 mm, color, neutral white background. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print and attach it to the visa application form. Do not use staples.
- ☐ Schedule of Stay [\[English\]](#) [\[日本語\]](#): Describe day by day (from the arrival date to the departure date) your detailed activity plan in Japan, especially the first 14 days such as transportation method from the airport to your self-quarantine place and the address of your self-quarantine place. Use multiple forms if you can't fit your schedule on one page.
- ☐ Your Most Recent Monthly Bank Statement: Bank statement must be issued by a bank in the U.S. under your name and current address.
- ☐ Invitation Letter [\[English\]](#) [\[日本語\]](#): This form must be completed by the family member whom the applicant will be visiting in Japan. Be as specific as possible and avoid vague references such as “visiting” or “meeting.” In the column for the inviting person, be sure to specify their address, full name, and phone number. Also ensure that the box indicating compliance with the written pledge is checked.
- ☐ Proof of Relationship between Visa Applicant and family member residing in Japan. This will vary depending on the relationship between the applicant and the family member. Acceptable documents may include birth certificates, marriage certificates, family registers (KO-SE-KI 戸籍謄本), certificates of residency (JYU-MIN-HYO 住民票), and copies of residence cards, depending on the type of relationship. In most cases more than one document will be required.

If the applicant's relative is a Japanese national, their family register (called KO-SE-KI 戸籍謄本) must be included in these documents. **If the applicant's relative is a member of the U.S. military currently stationed in Japan**, a copy of their travel order or employment verification letter issued by the U.S. military, along with proof of their address in Japan (copy of utility bill, housing contract etc.), must be included in these documents. **If the applicant's relative lives in Japan but does not fall into either of the above categories**, a copy of their Certificate of residency (JYU-MIN-HYO 住民票) issued within the last three months and a copy of their residence card (front and back) must be included in these documents. Please see the table below for reference:

RELATIONSHIP	PRIMARY REQUIRED DOCUMENTS (BASED ON THE FAMILY MEMBER IN JAPAN'S RESIDENTIAL STATUS)	SECONDARY REQUIRED DOCUMENTS (FOR PROVING THE RELATIONSHIP BETWEEN THE APPLICANT AND FAMILY MEMBER)
Family member in Japan is a Japanese national	Japanese family member's family register (KO-SE-KI TO-HON) (戸籍謄本)	Any additional documents beyond the family register that are needed to prove the relationship between the applicant and the Japanese national (such as birth certificates, wedding certificates, etc.)
Family member in Japan is a U.S. military member	A copy of the U.S. military member's travel order or employment verification letter issued by the U.S. military, along with proof of their address in Japan (copy of utility bill, housing contract etc.).	Any and all documents necessary to prove the relationship between the applicant and the military member (such as birth certificates, wedding certificates, etc.)
Family member in Japan does not fall into either of the above categories	A copy of the family member's Certificate of Residency (JYU-MIN-HYO 住民票) issued within the last three months and a copy of their residence card (front and back)	Any and all documents necessary to prove the relationship between the applicant and the family member residing in Japan (such as birth certificates, wedding certificates, etc.)

- ☐ [Authorization Form](#): This is mandatory if someone else is applying or/and picking up on your behalf.
- ☐ Proof of Your U.S. Immigration Status: (this item is not applicable for U.S. citizens)

U.S. Permanent Resident ➡	Copy of your Valid Permanent Resident card (Green card). Do not submit the original card.
Visa holder ➡	Copy of your visa and I-94. In addition, F visa holders must submit a copy of their I-20, J visa holders must submit a copy of their DS-2019. <u>In order to obtain an electric I-94, please see the U.S. Customs and Border Protection website.</u>

- ☐ VISA FEE: No visa fee for U.S. citizens. Other nationalities, please check [here](#). (Column #11)
- ☐ FedEx or UPS pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express or Priority Mail pre-paid self-addressed return shipping label/stamps and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

Annex 6

Required documents list for Application with Certificate of Eligibility as “Dependent”

- ☐ Valid Passport: Properly signed by bearer, must have at least two unused blank visa pages.
- ☐ [Completed Visa Application Form](#): The applicant must complete the visa application form. You can fill out the form with a ball-point pen or by typing. Do not use pencil. Signature must be original. On the application form, if there is a field that is not applicable, please write “N/A” or “None.”
- ☐ One Passport Style Photograph: 2X2 inches OR 45X35 mm, color, neutral white background. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print and attach it to the visa application form. Do not use staples.
- ☐ A copy of the front and back of the primary visa holder’s Residence Card (only if they already reside in Japan – if they do not yet reside in Japan, Dependent COE holders must apply at the same time as the primary applicant)
- ☐ [Certificate of Eligibility](#): Please submit your original Certificate of Eligibility. If you are unable to receive your original Certificate of eligibility due to mail delay, please submit a clear scanned copy, both front and backside. You must return your original Certificate of eligibility to the immigration bureau after you are admitted to Japan. If your Certificate of eligibility was issued more than 3 months ago, you must complete and submit [this form](#).
- ☐ [Authorization Form](#): This is mandatory if someone else is applying or/and picking up on your behalf.
- ☐ Proof of Your U.S. Immigration Status: (this item is not applicable for U.S. citizens)

U.S. Permanent Resident ➡	Copy of your Valid Permanent Resident card (Green card). Do not submit the original card.
Visa holder ➡	Copy of your visa and I-94. In addition, F visa holders must submit a copy of their I-20, J visa holders must submit a copy of their DS-2019. <u>In order to obtain an electric I-94, please see the U.S. Customs and Border Protection website.</u>

- ☐ VISA FEE: No visa fee for U.S. citizens. Other nationalities, please check [here](#). (Column #11)
- ☐ FedEx or UPS pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express or Priority Mail pre-paid self-addressed return shipping label/stamps and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).

Annex 7

Required documents list for applicants traveling to Japan as part of an organized group tour

- ☐ Valid Passport: Properly signed by bearer, must have at least two unused blank visa pages.
- ☐ [Completed Visa Application Form](#): The applicant must complete the visa application form. You can fill out the form with a ball-point pen or by typing. Do not use pencil. Signature must be original. On the application form, if there is a field that is not applicable, please write "N/A" or "None."
- ☐ One Passport Style Photograph: 2X2 inches OR 45X35 mm, color, neutral white background. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print and attach it to the visa application form. Do not use staples.
- ☐ Proof of participation in an organized group tour (tour description, list of participants, contact information for the tour agency, etc.). These documents should be sent to you directly by the tourism agency.
- ☐ [ERFS registration confirmation form](#)
The inviting organization in Japan (in this case the tourism agency) must contact the MHLW for registration. Once your registration has been processed, the system will generate a confirmation form, which the tourism agency should email to you. Please print this out and submit it to us.
- ☐ [Authorization Form](#): This is mandatory if someone else is applying or/and picking up on your behalf.
- ☐ Proof of Your U.S. Immigration Status: (this item is not applicable for U.S. citizens)

U.S. Permanent Resident ➡	Copy of your Valid Permanent Resident card (Green card). Do not submit the original card.
Visa holder ➡	Copy of your visa and I-94. In addition, F visa holders must submit a copy of their I-20, J visa holders must submit a copy of their DS-2019. <u>In order to obtain an electric I-94, please see the U.S. Customs and Border Protection website.</u>

- ☐ VISA FEE: No visa fee for U.S. citizens. Other nationalities, please check [here](#). (Column #11)
- ☐ FedEx or UPS pre-paid self-addressed return shipping label and envelope (Minimum size: 12.5X9.5 inch) or U.S. Postal Service Express or Priority Mail pre-paid self-addressed return shipping label/stamps and envelope (Minimum size: 12.5X9.5 inch) and completed [Release of Liability form](#).