

## **UPDATED JAPAN REQUIREMENTS APPLICABLE:**

### **1. Original Passport (with signature on page 3)**

### **2. Visa Application Form & 1pc picture (45x35mm passport size-white background NOT EDITED)**

- Multiple Entry Request ( if requesting)

(For profession like Lawyer, Accountant, Doctor - need PRC/IBP ID copy)

### **3. Latest PSA Birth Certificate (original) - valid within 1 year**

If Late → Baptismal **and** School Record Form137 (If non-submission: Explanation Letter

- If No Record/Non-Readable → Birth Cert LCR (If non-submission: Explanation Letter)

### **4. Latest PSA Marriage Contract (original) - valid win 1 year – for married**

- If No Record → Marriage Cert LCR (If non-submission: Explanation Letter)

**EXEMPTION FOR ITEMS #3 & #4** – IF WITH USED JAPAN VISA. Please submit the old original passport with the used Japan visa. If the used visa under single name, please provide Marriage Contract –PSA original and valid within 1yr. **However**, need to submit still if ever for those to prove the relationship between the applicant and the guarantor.

### **5. Itinerary in Japan**

(In case the applicant will shoulder part/all the travel expenses)

### **6. Bank Cert. with 6mos Average Daily Balance OR Bank Cert with 6mos. statement**

- If ADB is not indicated or mentioned 3mos only, need 6mos statement

### **7. Applicant's Income Tax Payment Certificate.** If non-submission, please provide an explanation letter.

- ITR F2316- with be with signature of the employee & employer
- For self-employed/business owners, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate (F1701/F1700 with receipt etc)

### **8. Applicant's Employment Certificate – must mention the period of employment, salary and position.** If non-submission, please provide an explanation letter.

- For self-employed/business owners – must submit DTI Certificate and Mayor's Permit
- If non-submission for items #7 and #8, must submit an explanation letter (NO NEED, if mentioned in the application form as retiree, housewife, unemployed or N/A)
- For students – submit the copy of School ID or Certificate of Enrollment

### **9. GUARANTEE LETTER** – if with guarantor/sponsor

- Proof of relationship between applicant and guarantor like the BIRTH CERT/MARRIAGE CERT/PICTURES/EMPLOYMENT CERT etc.
- Bank Certificate of guarantor (see item#6)
- Photocopy of Tax Payment Certificate (see item#7)
- Employment Certificate (see item#8)