



## Japan Tourist Visa

### General Requirements

List of Visa Requirements	Remarks
1. Valid passport valid six (6) months from the date of travel	Holder's signature required  Please include <b>colored photocopies</b> of the following, printed in A4-sized paper: <ul style="list-style-type: none"><li>• Passport biographic page</li><li>• All valid visas stamped in your passport, issued within the last 5 years</li></ul>
2. Recent old passport with previous and used Japan visa (if applicable)	Please include colored photocopies of previous and used Japan visa printed on A4-sized paper.
3. Visa Application Form	Application Form will be provided.  The form should be computer-generated, signed by the applicant and printed on A4-sized paper.
4. <b>For Multiple Entry</b> - Multiple entry request form - template is provided by AAP Travel.	Signed by the applicant and printed on A4-sized paper.

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5. Two (2) recent colored 4.5×3.5cm size photo with white background	<p>Should be in a decent attire, colored top with collar and sleeves.</p> <p>Printed photo, taken within the last 3 months and has not been previously submitted to the same embassy where you are currently applying.</p>
<p>6. <b>if Employee: Certificate of Employment</b></p> <p><b>if Self-employed:</b></p> <p><b>if Physician:</b></p>	<p>Stating position, tenure of service &amp; with gross annual income.</p> <p>SEC registration certificate with updated GIS (Corporation) or DTI business registration certificate (Sale Proprietor) and with updated Business Permit and Mayor's Permit.</p> <p>Certificate of hospital affiliation with PRC and BIR Form 2303.</p>
<p>7. Income Tax Return (ITR)</p> <p>If tax is not withheld (e.g. the <b>Self-employed, Retired, Housewife, Unemployed</b>).</p>	<p><b>For employee, should submit latest BIR Form 2316</b>, must have signature of the Employer and Employee.</p> <p><b>Form 1701</b> - must have receipt stamp of the tax collector/BIR OR email from BIR regarding Tax return receipt confirmation if ITR has no stamp and proof of actual payment of tax.</p> <p><b>For business owners</b> - proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form</p> <p>* If for any reason other than being a <b>retiree, full-time housewife or unemployed, applicant is unable to submit ITR</b> and Employment Certificate: A letter of explanation about the reason for non-submission <b>MUST</b> be submitted</p>

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8. <b>For students:</b>	Certificate of Enrollment and School ID
9. Updated PSA issued authenticated Birth Certificate	<p>Applicable to first-time applicants and those with an unused Japan visa</p> <p>Should be issued within one (1) year from the date of filing the application at the Visa Application Center</p>
10. Updated PSA issued authenticated Marriage Certificate	<p>Applicable to first-time applicants and those with an unused Japan visa and married applicant</p> <p>Should be issued within one (1) year from the date of filing the application at the Visa Application Center</p>
11. Original Bank Certificate	<p>With Average Daily Balance within the <b>last six (6) months MUST be shown</b></p> <p>Must be issued within <b>three (3) months</b> from the date of application</p> <p>If the Average Daily Balance (ADB) in the last six (6) months is NOT indicated - <b>Bank Statement MUST be submitted to prove transactions within the last six (6) months</b></p>
12. Itinerary in Japan	
<p><b>In case that guarantor in the Philippines or outside the country will shoulder part/all of travel expense:</b></p> <p>13. Guarantee Letter (original)</p> <p>14. Proof of relationship between applicant and guarantor is/are even if the applicant has a previous Japan Visa.</p> <p>15. Guarantor's Personal Bank Certificate</p>	<p>(e.g. Birth Certificates, Marriage Certificates (if married), documents like pictures together, Certificate of Employment (for Nanny, Driver, etc.)</p>

16. Guarantor's Tax Payment Certificate (ITR Form 2316 or Form 1701)	
18. Signed authorization letters - provided by AAP travel	

Size of the document for application should be A4 size only. Do not staple.

**Processing time:** 10 to 15 working days upon submission of visa application at the Japan Visa Application Center (JVAC).

**Note:** ALL INFORMATION ABOVE IS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.