

List of basic documents to be submitted for a visa application

Embassy of Japan in Prague

For Russian passport holders

Short-term visa for the purpose of business trip

Documents to be prepared by the applicant

- **Valid passport** (with 2 blank pages)
- **Valid long-term visa OR long-term/permanent residence permit of the Czech Republic**
 - *the visa / residence permit has to be valid after the return to the Czech Republic*
- **2 visa application forms:** <https://www.mofa.go.jp/files/000124525.pdf>
- **2 photos** (Czech standard passport-size: 35 x 45 mm, not older than 6 months)
- **Employment (or School Enrolment) certificate** (in English or with English translation, the translation doesn't have to be official)
- **Letter of mission or business trip order** (by employer, in English)
 - *information on who'll be covering the costs of the trip should be included in the document*
 - *employment certificate and letter of mission can be merged into one document*
- **Air ticket reservation** (with name, arrival and departure dates)

Documents from Japan

- **Invitation letter:** <https://www.mofa.go.jp/files/000137089.pdf>
- **Travel itinerary:** https://www.mofa.go.jp/j_info/visit/visa/pdfs/application7.pdf

In case the travel expenses are covered by inviting person / guarantor

- **Letter of guarantee:** https://www.mofa.go.jp/j_info/visit/visa/pdfs/application2.pdf
- **Documents on the inviting organization (one of the following):**
 - certified copy of corporate register
 - copy of the latest *Kaisha Shikiho* (Quarter company journal / Japan Company Handbook)
 - overview of the company/organization:
https://www.mofa.go.jp/j_info/visit/visa/pdfs/application6.pdf
 - brochure of company / organization

Please submit all documents in English or Japanese (or with respective translations).

**During the application procedure, additional documents may be requested if
deemed necessary.**

The visa procedure takes about 1 week.

**All documents for the visa application must not be older than 3 months since the
date of their issue (except for the passport, visa/residence permit and photo).**