

## **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 visiting friends / acquaintances or family***

- **Valid Passport** (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)
- **Documents to prove ability to pay for travel expenses**
  - *bank account statements for the last 3 months*
  - *name of the account owner, transaction history, initial and final balances must be clearly visible*
- **Air ticket reservation** (with name, arrival and departure dates)
- **Documents to prove kinship**
  - - *birth certificates or other certificates proving family relations*
  - *pictures taken together*
  - *e-mails, WhatsApp correspondence etc.*

#### ***Documents provided from Japan***

- **Letter of invitation:** <https://www.mofa.go.jp/files/000137089.pdf>
- **List of visa applicants:** [https://www.mofa.go.jp/j\\_info/visit/visa/pdfs/application5.pdf](https://www.mofa.go.jp/j_info/visit/visa/pdfs/application5.pdf)
  - *in case there are multiple applicants*
- **Travel itinerary:** [https://www.mofa.go.jp/j\\_info/visit/visa/pdfs/application7.pdf](https://www.mofa.go.jp/j_info/visit/visa/pdfs/application7.pdf)

*In case the travel expenses are covered by the person in Japan:*

- **Letter of guarantee:** [https://www.mofa.go.jp/j\\_info/visit/visa/pdfs/application2.pdf](https://www.mofa.go.jp/j_info/visit/visa/pdfs/application2.pdf)
- **Documents concerning the guarantor:**
  - *residence certificate (Juminhyo)*
  - *employment certificate*

- *certificate of income / taxation or copy of the counterfoil of final tax return with seal (one of mentioned documents)*
- **Certified copy of the family register** *koseki tohon* (not older than 3 months)
  - *in case the guarantor is a Japanese national*
- **Copy of Japanese residence card** (both sides)
  - *in case the guarantor is a foreign national*
- **Copy of guarantor's passport** (page with personal data)

**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).**