

List of basic documents to be submitted for a visa application

Embassy of Japan in Prague

Short-term visa for the purpose of visiting friends / acquaintances and 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*
- **1 visa application form:** <https://www.mofa.go.jp/files/000124525.pdf>
- **1 photo** (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)
- **Accommodation reservation** (if available; with name of the applicant)
- **Documents to prove kinship**
 - *birth certificates or other certificates proving family relations*
 - *pictures taken together (when visiting friends)*
 - *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
 - *in case there are multiple applicants*
- **Travel itinerary:** https://www.mofa.go.jp/j_info/visit/visa/pdfs/application7.pdf
- **Residence certificate** (Juminhyo)
- **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)

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
- **More than one of the following documents** concerning the guarantor:
 - a) *A certificate of income or taxation (issued by municipal office)*
 - b) *A certificate of deposit balance*
 - c) *A certificate of tax payment*
 - d) *A copy of counterfoil of final tax return with seal of reception of the Tax Office*

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).