

## **List of basic documents to be submitted for a visa application**

**Embassy of Japan in Prague**

*For Philippine passport holders*

*Short-term visa for the purpose of business trip*

Please **do NOT** staple/clip/tab the documents

Each applicant must submit each own set of documents

We **do NOT** make copies

### **Documents to be prepared by the applicant**

- **Valid passport** (with 2 blank pages)
- **Copy of passport** (personal information page)
- **Copy of 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>
  - ❖ Please type or print legibly in black/blue ink (not pencil).
  - ❖ Please do not leave any questions blank (Please write N/A if the question does not apply to you).
  - ❖ Your signature must match your passport signature.
- **1 photo** (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*
- **Return air ticket reservation** (with name, arrival and departure dates)

### **Documents from Japan**

- **Invitation letter:** <https://www.mofa.go.jp/files/000137089.pdf>

- **Travel itinerary (Day to Day Schedule):**  
[https://www.mofa.go.jp/j\\_info/visit/visa/pdfs/application7.pdf](https://www.mofa.go.jp/j_info/visit/visa/pdfs/application7.pdf)
- **One of the following documents** (to explain activities in Japan):
  - *contract between companies*
  - *conference documents*
  - *materials on trading goods etc.*
  - *documents that are equivalent to the above-mentioned*
- **Documents on the inviting organization** (one of the following):
  - certified copy of corporate register
  - overview of the company/organization:  
[https://www.mofa.go.jp/j\\_info/visit/visa/pdfs/application6.pdf](https://www.mofa.go.jp/j_info/visit/visa/pdfs/application6.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](https://www.mofa.go.jp/j_info/visit/visa/pdfs/application2.pdf)

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

**Bank account statements are accepted in Czech.**

**Please submit a set of documents for each applicant. You may not share your documents. We do not make copies.**

**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).**