

**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 visiting friends / acquaintances  
and family***

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)
- **Birth certificate**
- **Marriage certificate (if applicable)**
- **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)
- **Return air ticket reservation** (with name, arrival and departure dates)
- **Accommodation reservation (if available)**
- **For spouse and children applicants:**
  - Copy of Marriage Certificate w/ Translation
  - Copy of Birth Certificate w/ Translation
  - Sponsorship Letter

- **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*
- **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](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)
- **Residence certificate (*Juminhyo*)**
- **Certified copy of the family register *koseki tohon*** (not older than 3 months)
  - *in case the inviter is a Japanese national*
- **Copy of Japanese residence card** (both sides)
  - *in case the inviter is a foreign national*
- **Copy of inviter'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](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).**

**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).**