

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

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*
- **2 visa application forms:** <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.
- **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*
- **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

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).

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).