

**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 relatives / friends /***  
***acquaintances***

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

Each applicant must submit each own set of documents

We **do NOT** make copies

- **Valid Passport** (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)
- **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*
- **Return air ticket reservation** (with name, arrival and departure dates)
- **For spouse and children applicants:**
  - Copy of Marriage Certificate w/ Translation
  - Copy of Birth Certificate w/ Translation
  - Sponsorship Letter
- **Documents to prove kinship**
  - For relatives
    - *birth certificates*

- *marriage certificates*
- For friends / acquaintances
  - *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 (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)
- **Copy of Japanese residence card** (both sides)
  - *in case the inviter is a foreign national*
- **Copy of inviter's passport** (page with personal data)
- **Certified copy of the family register** *koseki tohon* (not older than 3 months)
- *in case the family member is a Japanese national*

*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*
- **Certified copy of the family register** *koseki tohon* (not older than 3 months)
  - *in case the guarantor is a Japanese national*

**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).**