

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

### Embassy of Japan in Prague

#### *Short-term visa for the purpose of bussiness 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*
- 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)

*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)
- **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)

**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).**