

List of basic documents to be submitted for a visa application

Embassy of Japan in Prague

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 (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)
- 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*
- Air ticket reservation (with name, arrival and departure dates)
- Accommodation reservation (if available; with name of the applicant)
- 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
- *in case there are multiple applicants*
- **Travel itinerary (Day to Day Schedule):**
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
- **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).