

# JAPAN TOURIST VISA



## 1. Philippine Passport

- \* must be valid within 6 months until the return date
- \* broken passport will not be accepted
- \* newly issued passports must be signed on page 3 and must have at least two (2) blank pages left

## 2. Visa Application Form (A4 size)

- \* application form should be filled out all items correctly, if item is not applicable, please fill in [N/A].
- \* embassy may not accept application form with blank item, no signature or no date in the form may deny the application that is filled out with wrong information.

## 3. Photo

- \* 2x2 with white background
- \* photo must be taken within 6 months
- \* photo must be pasted on the application form

## 4. Birth Certificate (original copy)

- \* must be issued within one year from PSA Main Office / Serbilis Outlet Center (nationwide)
- \* if the birth certificate from Philippine Statistics Office (PSA) is unreadable, or has incomplete information, please submit the birth certificate issued by PSA together with a birth certificate issued by the Local Civil Registrar
- \* if the birth certificate is with "late registration", please submit baptismal certificate and school record (Form 137) from high school or elementary and School Yearbook (if possible)
- \* if there is no record in PSA, please submit a "Certificate of Non-Record" from PSA together with a birth certificate from the Local Civil Registrar.

## 5. Marriage Certificate (original copy)

- \* must be issued within one year from PSA Main Office/Serbilis Outlet Center (Nationwide).
- \* in case of no record in PSA, please submit "Certificate of Non-Record" from PSA together with the Marriage Certificate from the Local Civil Registrar.

## 6. Daily Itinerary in Japan (A4 size)

## 7. Bank Certificate (original copy)

- \* validity of bank certificate is three (3) months from the date of issue

## 8. Income Tax Return (Form 2316 or 1701) one (1) clear photocopy

## 9. H.I.S. Authorization Letter (A4 size, signed)

## 10. Letter of Guarantee

- \* if a person other than the applicant will bear / shoulder the travel expenses, please submit a guarantee letter and with guarantor's passport copy or any proof of identification
- \* **guarantee letter should include and clearly specify the relationship of the guarantor to the visa applicant (e.g. birth certificate, picture together, etc.)**

## 11. Request for Multiple Entry (optional, not guaranteed)

### NOTE:

- \* applicant must submit complete documents based on requirements list
- \* non-refundable fee for denied application
- \* non-refundable once signed
- \* all forwarded documents to Japan Embassy will no longer be returned
- \* if visa is still on process and still under further verification, release date is not guaranteed
- \* Japan Embassy may require for additional and supporting documents after filing
- \* application for Japan visa must be made one to two months prior to departure date
- \* provide a notarized letter of affidavit (1 year valid) for documents with discrepancy/ies
- \* visa application/s received on or before 5P.M (cut-off time) will be filed the following **working day**
- \* processing period of 5 - 7 working days upon filing
- \* PHP1,200 processing fee for PH passport holder
- \* additional fee of PHP500 if with request for a multiple entry (not guaranteed)
- \* other rate applies for foreign passport holders

Applicant Name: \_\_\_\_\_ Passport Number: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Length of Stay: \_\_\_\_\_ Requesting for Multiple Entry ( ) Yes ( ) No

E-mail: \_\_\_\_\_ Contact #: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Applicant/Representative Name and Signature: \_\_\_\_\_

Date of application: \_\_\_\_\_ Time: \_\_\_\_\_

HIS Serendra Staff: \_\_\_\_\_

HIS Visa Department: \_\_\_\_\_

Approved by: \_\_\_\_\_

Authorized Signatory (Print Sign)

Date and Time Released to client: \_\_\_\_\_ Received by client: \_\_\_\_\_

*(pls attach photocopy of ID presented)*

(HIS Staff) Released by: \_\_\_\_\_

## H.I.S. (Philippines) Travel Corp.

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