

Japan Visa Requirements

General Reminders:

1. All documents must be original unless otherwise stated. Use A4 Size for All Documents. Remove all staplers/clips from all documents.
2. E-Signatures are NOT accepted. Please ensure that all documents have wet signatures using **BLACK INK ONLY**.
3. Place all requirements in a **plastic and brown envelope** per applicant. Please arrange the requirements according to the requirements number below, with the Transmittal Slip on the top. Courier all visa application documents on or before the agreed deadline.
4. Only the passports will be returned after the visa application.
5. For questions or clarifications, please send us a message (m.me/unltdtravel) or email visa@unltdtravel.com

List of Requirements:

1. TRANSMITTAL SLIP **[attached form]** of all documents sent to UNLTD Travel.
2. LETTER OF AUTHORITY for UNLTD TRAVEL **[attached form, Submit Three (3) Copies ORIGINALLY SIGNED]**
3. PHILIPPINE PASSPORT (with a minimum of 6 months validity)
 - Damaged passport is not accepted. Please renew your passport before applying for your Japan Visa. Remove Passport Covers.
 - Passports must be **signed** and must have at least two (2) blank visa pages.
4. VISA APPLICATION FORM **[attached form]**
 - Use the Japan Visa Form attached. Avoid Handwritten Forms.
 - Application Form Size: **A-4 size** (21.0×29.7cm)
 - Application form should be filled out all items correctly. If items is not applicable, please fill in **[N/A]**.
 - Application form without date of application, **wet signature** and with blank item will not be accepted.
 - For the date of application, please fill in the date of submission to **UNLTD Travel and Tours, Inc.**
 - Embassy may deny the application that is filled out incorrectly or wrong information.
 - Please do not use Friction Erasable Pen in Visa Application Form and in all documents.
5. PHOTO – SOFT AND HARD COPIES
 - Photo size is 45×35mm (2×1.4in) with clean white background. Avoid glossy photos and dirty background.
 - Photo must be taken within 6 months from a photo studio and must be for **JAPAN VISA**.
 - Self-taken photos or selfies, and heavily edited photos are NOT allowed.
 - Submit at least Two (2) Hard Copies of the Photo. Upload a **CLEAR** soft copy of your photo to **OneDrive** (Link to given by UNLTD).
 - DO NOT paste the photo on the application form.
 - Unacceptable Photos will be charged ₱300 for reprint, and/or \$20 for refiling on another date.
6. DAILY SCHEDULE IN JAPAN (TAIZAI NITTEIHYO) – UNLTD Travel will prepare for the group
7. MULTIPLE VISA REQUEST LETTER with a fee of (\$20) **[attached form, optional]**

#8 WITH USED JAPAN VISA

8. If there is /are a used Japanese visa on your old or valid passport, submit your Old Passport/s with the **LATEST** used Japan Visa and **LATEST** Landing Permission Stamps (if applicable)

#9-#11 FIRST TIME APPLICANT / NO USED JAPAN VISA

9. AUTHORIZATION LETTER to Japan Embassy for PSA **[attached form]**
 - Please attach filled up and Originally Signed AUTHORIZATION LETTER for each applicants
10. BIRTH CERTIFICATE -ORIGINAL-
 - It must be **issued within one year** from PSA Main Office/Serbilis Outlet Center (Nationwide). **Old PSA Birth Certificate will NOT be accepted.**
 - If the birth certificate from Philippine Statistics Office (PSA) is unreadable, or has incomplete information, please submit:
 - the Original **birth certificate issued by PSA** together with
 - a **birth certificate issued by the Local Civil Registrar** (requested within 3 months)
 - **Signed Explanation Letter** in case the documents above is only a photocopy or requested more than 3 months ago.
 - If the birth certification is “**late registration**”, please submit:
 - the Original **birth certificate with late registration issued by PSA**
 - Original **Baptismal Certificate** (requested within 3 months)
 - Original School Record (form 137) from high school or elementary (requested within 3 months)
 - School Yearbook (optional, if possible)
 - **Signed Explanation Letter** in case the documents above is only a photocopy or requested more than 3 months ago.
 - If there is no record in PSA, please submit
 - “**Certificate of None-Record**” from PSA together with
 - a **birth certificate issued from the Local Civil Registrar** (requested within 3 months)
 - **Signed Explanation Letter** in case the documents above is only a photocopy or requested more than 3 months ago.

11. MARRIAGE CERTIFICATE (if the applicant is married) -ORIGINAL-

- It must be **issued within one year** from PSA Main Office/Serbilis Outlet Center (Nationwide).
- In case there is no record in PSA, please submit
 - **“Certificate of None-Record”** from PSA together with
 - the **Marriage certificate from the Local Civil Registrar** (requested within 3 months)
 - **Signed Explanation Letter** in case the documents above is only a photocopy or requested more than 3 months ago.

#12-#15 NO GUARANTOR (The applicant will shoulder part or all of his/her travel expenses)

12. BANK CERTIFICATE -ORIGINAL-

- Validity of Bank Certificate is three (3) months from the date of issue.
- Please submit your personal accounts, NOT company/business accounts.
- DO NOT Submit any Company Documents (By Laws, Business Permit, Certificate of Registration, etc)

13. APPLICANT'S INCOME TAX RETURN (ITR) (Form 2316) or (Form 1701) Clear Photocopy (latest)

- It must have amount of gross income and a stamp of recipient, if tax is not withheld (e.g. the self-employed).
- ALL pages of the ITR must be submitted (usually at least 4 pages for Form 1701)

14. APPLICANT'S BANK STATEMENT to prove transaction for the last 3 months -ORIGINAL-

- If Applicant's ITR is not available -or- If there is no ADB (Average Daily Balance) on Bank Certificate.
- Bank Statement must be the SAME account reflected in the Bank Certificate

15. SIGNED LETTER OF EXPLANATION (if any of the documents above cannot be provided)

#16-#22 WITH GUARANTOR (who lives in the Philippines that will shoulder part or all of the applicant's travel expenses)

16. GUARANTEE LETTER **[attached form]**

17. PROOF OF RELATIONSHIP BETWEEN APPLICANT AND GUARANTOR (e.g. Birth Certificate etc.)

- If the guarantor is the parent, Birth Certificate of the Applicant (reflecting his/her Mother/Father)
- If the guarantor is the grandparent, Birth Certificates of the Applicant and his/her Parent
- If the guarantor is the aunt, Birth Certificates of the Applicant, his/her Parent and his/her Aunt (reflecting the same Grandparent/s)

18. BANK CERTIFICATE -ORIGINAL- OF GUARANTOR

- Validity of Bank Certificate is three (3) months from the date of issue.
- Please submit the personal accounts, NOT company/business accounts.
- DO NOT Submit any Company Documents (By Laws, Business Permit, Certificate of Registration, etc)

19. GUARANTOR'S INCOME TAX RETURN (ITR) (Form 2316) or (Form 1701) Clear Photocopy (latest)

- It must have amount of gross income and a stamp of recipient, if tax is not withheld (e.g. the self-employed).
- REQUIRED for all Guarantors with Business or Employment
- ALL pages of the ITR must be submitted (usually at least 4 pages for Form 1701)

20. GUARANTOR'S BANK STATEMENT to prove transaction for the last 3 months -ORIGINAL-

- If Guarantor's ITR is not available (i.e. Housewife or Retired) -or-
- If there is no ADB (Average Daily Balance) on Bank Certificate of Guarantor
- Bank Statement must be the SAME account reflected in the Bank Certificate

21. SIGNED LETTER OF EXPLANATION (if any of the documents above cannot be provided and/or if the Guarantor is not a relative)

22. PICTURE OF THE GUARANTOR AND THE APPLICANT TOGETHER (if the Guarantor is not a relative of the applicant) with Labels/Arrows pointing to the respective persons.

#23 For School Tours (Optional)

23. Signed Letter from the Department Chair, Dean or School Registrar certifying that the trip is an official school activity together with the list of students and faculties joining the trip.

#24 If Applicant is not Philippines Nationality

24. PHOTOCOPY OF APPLICANT'S ALIEN CERTIFICATE OF REGISTRATION(ACR) ISSUED BY THE PHILIPPINES GOVERNMENT.

- Foreign residents with long-term or permanent status in the Philippines applying for a visa must submit in addition to the above requirements (except birth certificate and marriage certificate)
- Visa application of foreigners who are on short-term visa in the Philippines can not be accepted. Please apply at the Japanese Embassy / Consulate General with jurisdiction over the area in resides or the country of which the applicant's passport was issued.