

Angaben zum Reisenden / Traveler date (pro Auftrag ist nur ein Auftragsformular nötig/Per order only one visa request form is required)

Reiseland/Country to Visit

Anzahl Einreisen/Nombre of Entries

Business - Tourist - Technical

Nachname/Last Name

Vorname/First Name

Nationalität/Nationality

Email

Telefon/Phone

Angaben AssistentIn/Assitant data (falls zutreffend/if available)

Nachname/Last Name

Vorname/First Name

Email

Telefon/Phone

Handy Nr./Cell phone

Rechnungsadresse / Billing address

Firmenname/Company Name

z.Hd./Attention to

Rücksendeadresse / Passport return address

Firmenname/Company Name

z.Hd./Attention to

falls zutreffend/if available

Genaue Adresse/Exact Address

Genaue Adresse/Exact Address

Auftragsnummer/Kostenstelle/PO-Number/Cost Center

Rücksendung Pass/Return address for passport

☐ Gleiche Adresse wie Rechnungsadresse/Same address as billing address

Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.
For administrative reasons we require credit card payment for private persons.

Zahlung/Payment

☐ Rechnung/Invoice

☐ Kreditkarte/Credit Card

Kreditkarten-Nummer

Creditcard number

MM/JJ

Expiry Date

Datum des Auftrags/Date of Request

Pass zurück bis/Passport returned until:

not valid for eVisas - please avoid sunday as returning date

Wählen Sie die Rücksendung/Select Return Shipment (gilt nicht für eVisas/not valid for eVisas)

☐ Swiss Post Registered A-Post next working day (Monday-Friday)

☐ Swiss Post Registered EXPRESS next day (Monday-Saturday)

☐ DHL Courier Standard next working day (Monday-Friday)

☐ DHL Courier Rapid next working day (Monday-Friday)

☐ Courier - price on request

☐ Courier International - price on request

Required documents:

Japan - Business

Validity of Visa:

90 days

Max. Duration of stay:

15 days

Permitted entries:

1x

- Our Visa Request Form
- Application form PDF - please fill in the application form (download from our site).
- Original passport valid until travel return date
- If non-Swiss - Copy Swiss residence permit B or C valid until return date
- 1 passport photo 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)
- Flight ticket
- Employer's letter (letter of assignment with cost coverage and confirmation of employment) - Copy/scan sufficient (colored, good quality) - required language: english
- Itinerary in Japan
- Invitation Letter Form
- Additional documents: 2 application forms/2 passport photos for citizens of the following countries: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Uzbekistan
- Additional documents 2: If the inviting party in Japan is covering the travel expenses, fill out and attach the following documents: - Letter of guarantee - Certified copy of the commercial register extract ("Tokibo tohon")

Submission procedure: The applicant must appear in person either when submitting or collecting the passport. The appointment will be booked by us. Send us all documents in advance by email for verification.

Processing time standard application 7 working days

Processing time express application not available

Processing time urgent application not available

VISA APPLICATION FORM TO ENTER JAPAN

Official use only

(Paste photo here)

45mm × 35mm

or 2in x 1.4in

Surname (as shown in passport) _____

Given and middle names (as shown in passport) _____

Other names (including any other names you are or have been known by) _____

Date of birth _____ Place of birth _____
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male ☐ Female ☐ Marital status: Single ☐ Married ☐ Widowed ☐ Divorced ☐

Nationality or citizenship _____

Former and/or other nationalities or citizenships _____

ID No. issued to you by your government _____

Passport type: Diplomatic ☐ Official ☐ Ordinary ☐ Other ☐ Passport No. _____

Place of issue _____ Date of issue _____
(Day)/(Month)/(Year)

Issuing authority _____ Date of expiry _____
(Day)/(Month)/(Year)

Certificate of Eligibility No. _____

Purpose of visit to Japan/Status of residence _____

Intended length of stay in Japan _____ Date of arrival in Japan _____

Port of entry into Japan _____ Name of ship or airline _____

Names and addresses of hotels or persons with whom applicant intends to stay

Name _____ Tel. _____

Address _____

Dates and duration of previous stays in Japan _____

Your current residential address (if you have more than one address, please list them all)

Address _____

Tel. _____ Mobile No. _____

E-Mail _____

Current profession or occupation and position _____

Name and address of employer

Name _____ Tel. _____

Address _____

(Note) Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan (Please provide details of the guarantor or the person to be visited in Japan)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male ☐ Female ☐

(Day)/(Month)/(Year)

Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

Inviter in Japan (Please write 'same as above' if the inviting person and the guarantor are the same)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male ☐ Female ☐

(Day)/(Month)/(Year)

Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

(Note) Remarks/Special circumstances, if any _____

Have you ever:

- been convicted of a crime or offence in any country? Yes ☐ No ☐
- been sentenced to imprisonment for 1 year or more in any country? (Note 2) Yes ☐ No ☐
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes ☐ No ☐
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? (Note 2) Yes ☐ No ☐
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes ☐ No ☐
- committed trafficking in persons or incited or aided another to commit such an offence? Yes ☐ No ☐

(Note 2) Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application _____ Signature of applicant _____

(Day)/(Month)/(Year)

(Note) It is not mandatory to complete these items.

Any personal information filled in this application form as well as additional personal information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately by the Ministry of Foreign Affairs of Japan (including Japanese overseas establishments) in accordance with the Act on the Protection of Personal Information (Act No. 57 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used to the extent necessary for the purpose of processing the visa application (including providing personal information to the transportation company which you are going to travel with, or the alternative transportation company which you are going to travel with due to unforeseen circumstances), immigration control, international cooperation and for other purposes in compliance with Article 69 of the Act.

Letter of Invitation

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in _____

Inviting Person

(When an inviting person and a guarantor are the same, you may write "Same as guarantor".)

Full Name:

Address: 〒 -

Telephone number: () - (Extension)

[Fill in the following contact information when the company/organization is extending the invitation.]

Full Name:

Telephone Number: () - (Extension)

Department/Division:

Visa Applicant

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in Latin alphabet): (☐ Male / ☐ Female)

(Number of additional applicants (if applicable):)

Date of birth: ____ / ____ / ____ (Age:)
(Year) / (Month) / (Day)

Nationality:

Occupation:

The purpose of inviting the above person(s) is as follows:

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

- (1) Purpose of invitation

- (2) Background to invitation (Explain the background to this invitation in detail.)

- (3) Relationship with visa applicant(s)

(Note)

- ◆ When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title.

(Year) (Month) (Day)

Travel Itinerary

The travel itinerary of the visa applicant and others are as follows:

[illegible]

Letter of Guarantee

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

Visa Applicant

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, enter the representative's status below, and attach a list of all applicants.)

Nationality:

Occupation:

Full name (in Latin alphabet): (Male/ Female) additional applicants

Date of birth: / / (Age:)
(Year) / (Month) / (Day)

I will guarantee the following items regarding the above-mentioned applicant's entry into Japan:

- 1. Expenses for the applicant's stay in Japan**
- 2. Return travel expenses**
- 3. Compliance with Japanese laws and regulations**

I hereby declare that the above is true.

Guarantor

Address: 〒 -

Occupation/Name of organization:

Full name: (Note)

Seal

Date of birth: / / (Age:)
(Year) / (Month) / (Day)

Telephone number: () - (Extension)

FAX number: () -

Relationship with the visa applicant(s)

[Enter the following items when the company/organization is extending the invitation.]

Contact person's division:

Contact person's full name:

Contact person's telephone number: () - (Extension)

Contact person's FAX number: () -

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.