

Japan Visa Guide for Filipinos

Quick Facts:

Processing Period:

7 - 15 working days

Processing period may be extended beyond 10 working days and a daily visa application limit may be set depending on the volume of visa applications received. Please allocate up to two months for visa processing time because of slot limitations.

Document Requirements

FIRST TIME JAPAN VISA APPLICANT (Employee)

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months prior to departure
 - Must contain at least 2 empty pages
 - Remove the passport case before submitting to our office
- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
 - must be on white background
 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing
- **Japan Visa Application Form**
 - Form may be typed or hand-written but readable and hand-signed.
 - Do not use a friction pen or erasable pen. Use black ball pen only.
 - If the applicant is supported by parents/relative/company, must indicate the details of the guarantor on page 2 of the application form.
 - If the applicant is minor (under 18 years old), originally signed by both parents/guardians.
- **Certificate of Employment (Original)**
 - Must have company details; address, email address, & telephone number.
 - Must have employee's details; date started, position, and compensation.

- **Photocopy of Identification Card (If applicable)**
 - Company ID
 - PRC ID
 - IBP ID
- **Bank Certificate (Original)**
 - Must submit the Personal Bank Certificate with Average daily balance (ADB) for 6 months.
- **Bank Statement (Original)**
 - Applicants who do not have an Average Daily Balance (ADB) indicated in their Bank Certificate must submit a six (6) months transaction history for the same account number associated with the submitted Bank Certificate.
- **Income Tax Return ITR 2316 (Photocopy)**
 - Must have complete four (4) signatures; employee and employer.
 - If No ITR, submit an Original Affidavit of Non-Filing of ITR
 - Must submit a copy of Service invoice or Email confirmation receipt from Bureau of Internal Revenue (BIR).
- **Updated PSA Birth Certificate (Original)**
 - Birth Certificate that is issued within one year from the date of application is acceptable.
 - For Applicant with Late Registration of Birth, must submit an Original Baptismal Certificate and Original School Record Form 137 (Elementary or High School) issued within 3 months and indicate contact number and address if possible. Failed to provide the said documents must provide an explanation letter addressed to the Embassy of Japan in the Philippines.
 - For Applicant with unreadable PSA Birth Certificate, must submit a copy of Local Birth Certificate issued from the Local Civil Registry.
 - For Applicant with no record of Birth Certificate in PSA, must submit a copy of birth certificate issued from the local civil registry and a Certificate of No record issued from PSA.
- **Updated PSA Marriage Certificate (Original)**
 - If applicable
- **For Non-Filipino Citizen**
 - submit Photocopy of Alien Certificate of Registration (ACR) valid at least 3 months prior to departure.
- **Additional Documents (Individual Attachment)**
 - Authorization Letter
 - PSA Authorization Letter
 - Day to Day Itinerary
 - Multiple-entry Request Form (Optional)

FIRST TIME JAPAN VISA APPLICANT (Businessman)

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months prior to departure
 - Must contain at least 2 empty pages
- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
 - must be on white background
 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing
- **Japan Visa Application Form**
 - Form may be typed or hand-written but readable and hand-signed.
 - If the applicant is supported by parents/relative/company, must indicate the details of the guarantor on page 2 of the application form.
 - Do not use a friction pen or erasable pen. Use black ballpen only.
 - If the applicant is minor (under 18 years old), originally signed by both parents/guardians.
- **Company documents (Photocopy)**
 - DTI / SEC and GIS
 - Mayor's Permit
 - applicant's who are unable to provide the Mayor's Permit, must submit an explanation letter detailing the reasons for its unavailability.
- **Photocopy of Identification Card (If applicable)**
 - Company ID
 - PRC ID
 - IBP ID
- **Bank Certificate (Original)**
 - Must submit the Personal Bank Certificate with Average daily balance (ADB) for 6 months.
- **Bank Statement (Original)**
 - Applicants who do not have an Average Daily Balance (ADB) indicated in their Bank Certificate must submit a six (6) months transaction history for the same account number associated with the submitted Bank Certificate.
- **Income Tax Return (Photocopy)**
 - Must have signature of applicant and received stamp from BIR
 - If No ITR, submit an Original Affidavit of Non-Filing of ITR

- **Updated PSA Birth Certificate (Original)**
 - Birth Certificate that is issued within one year from the date of application is acceptable.
 - For Applicant with Late Registration of Birth, must submit an Original Baptismal Certificate and Original School Record Form 137 (Elementary or High School) issued within 3 months and indicate contact number and address if possible. Failed to provide the said documents must provide an explanation letter addressed to the Embassy of Japan in the Philippines.
 - For Applicant with unreadable PSA Birth Certificate, must submit a copy of Local Birth Certificate issued from the Local Civil Registry.
 - For Applicant with no record of Birth Certificate in PSA, must submit a copy of birth certificate issued from the local civil registry and a Certificate of No record issued from PSA.
- **Updated PSA Marriage Certificate (Original)**
 - If applicable
- **For Non-Filipino Citizen**
 - submit Photocopy of Alien Certificate of Registration (ACR) valid at least 3 months prior to departure.
- **Additional Documents (Individual Attachment)**
 - Authorization Letter
 - PSA Authorization Letter
 - Day to Day Itinerary
 - Multiple-entry Request Form (Optional)

APPLICANTS WITH PREVIOUS JAPAN VISA

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months prior to departure
 - Must contain at least 2 empty pages
- **Old Passport (Original)**
 - Must submit their old passport if it contains a previously issued Japan visa.
 - Unused Japan visa will still be considered a first-time Japan visa applicant.
- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
 - must be on white background
 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing

- **Japan Visa Application Form**
 - Form may be typed or hand-written but readable and hand-signed.
 - If the applicant is supported by parents/relative/company, must indicate the details of the guarantor on page 2 of the application form.
 - Do not use a friction pen or erasable pen. Use black ballpen only.
 - If the applicant is minor (under 18 years old), originally signed by both parents/guardians.
- **Proof of Employment (Original)**
 - Certificate of Employment
- **Proof of Business (Photocopy)**
 - DTI / SEC and GIS
 - Mayor's/Business Permit
- **Photocopy of Identification Card (If applicable)**
 - Company ID
 - PRC ID
 - IBP ID
- **Bank Certificate (Original)**
 - Must submit the Personal Bank Certificate with Average daily balance (ADB) for 6 months.
- **Bank Statement (Original)**
 - Applicants who do not have an Average Daily Balance (ADB) indicated in their Bank Certificate must submit a six (6) months transaction history for the same account number associated with the submitted Bank Certificate.
- **Income Tax Return (Photocopy)**
 - Must have signature of applicant and received stamp from BIR.
 - If No ITR, submit an Original Affidavit of Non-Filing of ITR.
 - Must submit a copy of Service invoice or Email confirmation receipt from Bureau of Internal Revenue (BIR).
- **PSA Birth Certificate (Photocopy)**
 - Birth Certificate that is issued within one year from the date of application is acceptable.
- **PSA Marriage Certificate (Photocopy)**
 - If applicable
- **For Non-Filipino Citizen**
 - submit Photocopy of Alien Certificate of Registration (ACR) valid at least 3 months prior to departure.
- **Additional Documents (Individual Attachment)**
 - Authorization Letter
 - PSA Authorization Letter

- Day to Day Itinerary
- Multiple-entry Request Form (Optional)

FOR STUDENTS

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months prior to departure
 - Must contain at least 2 empty pages
- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
 - must be on white background
 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing
- **Japan Visa Application Form**
 - Form may be typed or hand-written but readable and hand-signed.
 - If the applicant is supported by parents/relative/company, must indicate the details of the guarantor on page 2 of the application form.
 - Do not use a friction pen or erasable pen. Use black ballpen only.
 - If the applicant is minor (under 18 years old), originally signed by both parents/guardians.
- **School ID (Photocopy)**
- **Updated PSA Birth Certificate (Original)**
 - First time applicant must submit an Original Updated PSA Birth Certificate.
 - Birth Certificate that is issued within one year from the date of application is acceptable.
- **If guaranteed by parents:**
 - Supporting documents of parents:

If employed:

- **Certificate of Employment (Original)**
 - Must have company details; address, email address, & telephone number.
 - Must have employee's details; date started, position, and compensation.
- **Photocopy of Identification Card (If applicable)**
 - Company ID
 - PRC ID
 - IBP ID

- **Bank Certificate (Original)**
 - Must submit the Personal Bank Certificate with Average daily balance (ADB) for 6 months.
- **Bank Statement (Original)**
 - Applicants who do not have an Average Daily Balance (ADB) indicated in their Bank Certificate must submit a six (6) months transaction history for the same account number associated with the submitted Bank Certificate.
- **Income Tax Return ITR 2316 (Photocopy)**
 - Must have complete four (4) signatures; employee and employer.
 - If No ITR, submit an Original Affidavit of Non-Filing of ITR
 - Must submit a copy of Service invoice or Email confirmation receipt from Bureau of Internal Revenue (BIR).
- **Updated PSA Birth Certificate (Original)**
 - Birth Certificate that is issued within one year from the date of application is acceptable.
 - For Applicant with Late Registration of Birth, must submit an Original Baptismal Certificate and Original School Record Form 137 (Elementary or High School) issued within 3 months and indicate contact number and address if possible. Failed to provide the said documents must provide an explanation letter addressed to the Embassy of Japan in the Philippines.
 - For Applicant with unreadable PSA Birth Certificate, must submit a copy of Local Birth Certificate issued from the Local Civil Registry.
 - For Applicant with no record of Birth Certificate in PSA, must submit a copy of birth certificate issued from the local civil registry and a Certificate of No record issued from PSA.
- **Updated PSA Marriage Certificate (Original)**
 - If applicable
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- **Letter of Guarantee**
 - Letter of guarantee must be originally signed by the guarantor beside their name.
- **Additional Documents (Individual Attachment)**
 - Authorization Letter
 - PSA Authorization Letter
 - Day to Day Itinerary
 - Multiple-entry Request Form (Optional)

If businessman:

- **Company documents (Photocopy)**
 - DTI / SEC and GIS
 - Mayor's Permit
 - applicant's who are unable to provide the Mayor's Permit, must submit an explanation letter detailing the reasons for its unavailability.
- **Photocopy of Identification Card (If applicable)**
 - Company ID
 - PRC ID
 - IBP ID
- **Bank Certificate (Original)**
 - Must submit the Personal Bank Certificate with Average daily balance (ADB) for 6 months.
- **Bank Statement (Original)**
 - Applicants who do not have an Average Daily Balance (ADB) indicated in their Bank Certificate must submit a six (6) months transaction history for the same account number associated with the submitted Bank Certificate.
- **Income Tax Return (Photocopy)**
 - Must have signature of applicant and received stamp from BIR
 - If No ITR, submit an Original Affidavit of Non-Filing of ITR
- **Updated PSA Birth Certificate (Original)**
 - Birth Certificate that is issued within one year from the date of application is acceptable.
 - For Applicant with Late Registration of Birth, must submit an Original Baptismal Certificate and Original School Record Form 137 (Elementary or High School) issued within 3 months and indicate contact number and address if possible. Failed to provide the said documents must provide an explanation letter addressed to the Embassy of Japan in the Philippines.
 - For Applicant with unreadable PSA Birth Certificate, must submit a copy of Local Birth Certificate issued from the Local Civil Registry.
 - For Applicant with no record of Birth Certificate in PSA, must submit a copy of birth certificate issued from the local civil registry and a Certificate of No record issued from PSA.
- **Updated PSA Marriage Certificate (Original)**
 - If applicable

FOR SENIOR CITIZENS

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months prior to departure
 - Must contain at least 2 empty pages
 - Remove the passport case before submitting to our office
- **Old Passport (Original)**
 - Must submit their old passport if it contains a previously issued Japan visa.
 - Unused Japan visa will still be considered a first-time Japan visa applicant.
- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
 - must be on white background
 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing
- **Japan Visa Application Form**
 - Form may be typed or hand-written but readable and hand-signed.
 - If the applicant is supported by parents/relative/company, must indicate the details of the guarantor on page 2 of the application form.
 - Do not use a friction pen or erasable pen. Use black ballpen only.
 - If the applicant is minor (under 18 years old), originally signed by both parents/guardians.
- **Certificate of Employment (Original)**
 - Must have company details; address, email address, & telephone number.
- **Senior ID (Photocopy)**
- **Original Bank Certificate (if self support)**
 - Must have Average daily balance (ADB) indicated.
- **Original Bank Statement (If self-support)**
 - Applicants who do not have an Average Daily Balance (ADB) indicated in their Bank Certificate must submit a three (3) months transaction history for the same account number associated with the submitted Bank Certificate.
- **Updated PSA Birth Certificate (Original)**
 - First time applicant must submit an Original Updated PSA Birth Certificate.
 - Birth Certificate that is issued within one year from the date of application is acceptable.
 - Photocopy of Birth Certificate, if with previous Japan visa.

- **Updated PSA Marriage Certificate (Original)**
 - Photocopy of Marriage Certificate, if with previous Japan visa.
- **For Non-Filipino Citizen**
 - submit Photocopy of Alien Certificate of Registration (ACR) valid at least 3 months prior to departure.
- **Additional Documents (Individual Attachment)**
 - Authorization Letter
 - PSA Authorization Letter
 - Day to Day Itinerary
 - Multiple-entry Request Form (Optional)
- **Letter of Guarantee, if dependent**
 - Must be signed beside the guarantor's name
 - Attach the guarantor's document according to its status

FOR OFW

- **Original Passport**
 - Must be signed
 - Valid for at least 6 months prior to departure
 - Must contain at least 2 empty pages
 - Remove the passport case before submitting to our office
- **Two (2) pieces of Photo**
 - 45mm x 35mm colored picture
 - must be on white background
 - Should be studio quality
 - Facing forward, and non-smiling with no teeth showing
- **Japan Visa Application Form**
 - Form may be typed or hand-written but readable and hand-signed.
 - Do not use a friction pen or erasable pen. Use black ballpen only.
 - If the applicant is minor (under 18 years old), originally signed by both parents/guardians.
- **Certificate of Employment/Contract**
 - Must have company details; address, email address, & telephone number and compensation is needed.
 - Must have employee's details; date started, position, and compensation.
- **Residence ID (Photocopy)**
- **Bank Certificate (Original)**
 - Must submit the Personal Bank Certificate with Average daily balance (ADB) for 6 months.

- **Bank Statement (Original)**
 - Applicants who do not have an Average Daily Balance (ADB) indicated in their Bank Certificate must submit a six (6) months transaction history for the same account number associated with the submitted Bank Certificate.
- **Income Tax Return (Photocopy)**
 - If ITR is not available, must submit an original notarized affidavit of No ITR or a letter of explanation addressed to Japan Embassy.
- **Updated PSA Birth Certificate (Original)**
 - Birth Certificate that is issued within one year from the date of application is acceptable.
 - For Applicant with Late Registration of Birth, must submit an original Baptismal Certificate and Original Form 137 from School. Failed to provide the said documents must provide an explanation letter addressed to the Embassy of Japan in the Philippines.
 - For Applicant with unreadable PSA Birth Certificate, must submit a copy of Local Birth Certificate issued from the Local Civil Registry.
 - Must submit the PSA Authorization Letter
- **Updated PSA Marriage Certificate (Original)**
 - If applicable

Frequently Asked Questions:

- **How soon should I apply for Japan visa?**
 - We encourage you to apply within 3 months before your trip.
- **Can I appeal if my visa is denied?**
 - The Japan Embassy does not accept appeal for refused visa.
- **When can I re-apply if my visa is denied?**
 - You may re-apply after 6 months from the date of denial.
- **Important reminders before you submit your application:**
 - Attach a letter of explanation for documents that cannot be submitted.
 - Family should apply at the same time and provide proof of relationship: These must be original PSA documents.
 - Apply for visa prior to purchasing your airline tickets and travel services since visa issuance is subject for approval of the consul in charge.
 - Applying through a designated travel agent does not guarantee the issuance of visa.
 - Inform your HR Officer/Contractor/Bank that someone will call or email from the Japan Embassy to validate the documents you provided.

Visa Conditions:

- Visa approval is not guaranteed and is still under the final discretion of the consul.
- Processing time indicated is based on average application time. It is not guaranteed and may be delayed if additional documents are required by the embassy.
- Do not purchase your tickets before your visas are issued and approved. GFS Destination Travel and Tours will not be liable for any unused travel products in the case of visa denial or if the release of visa has been delayed.
- GFS Destination Travel and Tours will not accept visa application with departure date scheduled within 3 weeks from the date of submission.
- Any request for early release and pulling out/cancellation of application is not permitted once the documents are submitted to the Japan Embassy.