

List of Basic Documents for “Temporary Visit Visa” Application

2026/09/01

☐ It is not permitted to perform any activities to undertake revenue-generating business operations or to receive remuneration in Japan.

Purpose of Visit	<u>Short-Term Business Affairs, etc</u> Attending meetings/conferences, business communication, business negotiation, after-sales service, marketing, Cultural exchange, Sports exchange, etc.	<u>Visiting Relatives/Friends</u> Visiting spouse, blood relatives/relatives by affinity within the third degree Visiting friends/acquaintances	<u>Tourism</u>
Documents to be submitted	A. Provided by visa applicant		
	① Valid passport ② 1 Visa application form / Sample ③ 1 Photo ④ Itinerary with the flight/ship number and date of arrival and departure to and from Japan ⑤ Document to prove that you are traveling to Japan for business purposes (any of the following) • Travel order issued by your employer • Letter from employer • Document equivalent to the above ⑥ Certificate of employment ⑦ Copy of residence card (alien registration card of Korea)	① Valid passport ② 1 Visa application form / Sample ③ 1 Photo ④ Itinerary with the flight/ship number and date of arrival and departure to and from Japan ⑤ One of the following documents to prove ability to pay travel expenses during your stay in Japan (if you pay your own travel expenses) • Income certificate or tax return issued by a public agency • Bank statement, balance certificate etc. ⑥ Document to prove kinship, friendship, or acquaintance relationship • Visiting relatives: Birth certificate, Marriage certificate, Family register certificate (Kosekitohon) etc. (copies will be accepted) • Visiting friends/acquaintances: Photos, E-mails, Call history, Letters etc. ⑦ Copy of residence card (alien registration card of Korea)	① Valid Passport ② 1 Visa application form / Sample ③ 1 Photo ④ Itinerary with the flight/ship number and date of arrival and departure to and from Japan ⑤ One of the following documents to prove ability to pay travel expenses during your stay in Japan • Income certificate or tax return issued by a public agency • Bank statement, balance certificate etc. ⑥ Itinerary in Japan ⑦ Copy of residence card (alien registration card of Korea)
	B. Prepared by inviting organization/guarantor in Japan		
	⑧ Invitation letter or either of the following documents explaining activities in Japan • A transaction agreement between companies • Conference materials ⑨ List of visa applicants (Where there is more than one applicant) ⑩ Itinerary in Japan	⑧ Invitation letter ⑨ Document to explain the reason for invitation (examples: invitation showing date of graduation, wedding etc., medical certificate) ⑩ List of Visa Applicants (Where there is more than one applicant) ⑪ Itinerary in Japan	
	C. Prepared by the guarantor in Japan who covers the visa applicant's travel expenses		
	⑪ Letter of guarantee ⑫ A certified copy of the corporation register or Overview of company /organization • Not required if the company is listed on the stock exchange and submits its quarterly corporate report. • If the guarantor is an individual, Certificate of employment can be submitted instead of a copy of corporation register or Overview of company/organization.	⑫ Letter of guarantee ⑬ Proof of funds of the guarantor (at least one of the following) *Withholding tax slip will not be accepted. • The latest Certificate of income (the previous year's gross income must be included/ taxation issued by the head of administration of the place of residence, or tax return (Form 2) issued by the director of tax office • Balance certificate ⑭ Certificate of residence (Juminhyo) *Relationship to all family members must be included. ⑮ If the guarantor is a foreign national, please submit a copy of both sides of guarantor's valid Residence Card (or special permanent resident certificate), Certificate of residence (Juminhyo - full details are required for foreign nationals except <i>My Number</i> and <i>Resident Register Code.</i>), and a copy of passport.	

* The applicant may be required to submit additional documents which are deemed necessary for the examination..