

INSTRUCTIONS FOR VISA APPLICANTS GOING TO JAPAN AS A VISIT

- **Please submit the following:**

1. Visa Application Form (I-C).
2. Your current passport, which must remain valid for at least six months after your departure for Japan.
3. Proof of professional ties to your home country, your original National Registration Card, or Driving License.
4. **Non-Zambian** nationals must provide a **Work Permit or Residence Permit** which should remain valid for at least six months.
5. One Recent colour photograph, (45mm x 35mm), front facing.
6. Confirmation of travel schedule (**Itinerary**) or written guarantee from the Travel Agent showing your return date to Zambia.
7. A letter from your company giving you leave of absence from work.
8. A letter written by yourself stating the places you wish to visit in Japan and the name of the hotel where you will be staying, (Stay plan).
9. **Confirmation of accommodation** booked in advance in Japan or written guarantee from your Guarantor to provide accommodation for you in Japan during your period of stay.

【Provided from Japan】

10. Letter of Reason for Invitation
11. Certificate of residence (with description of his/her family relationship with all family members)
 - ***When the guarantor is a foreign national/Japanese Nation in Japan**
 - Photocopy of the both sides of the valid Residence card
 - Photocopy of his/her passport (including the pages for status items, the record of entry/departure, and permission of residence)

【If the guarantor is to pay the expenses】

- Letter of Guarantee
 - Certificate of Employment
 - Certificate of Income (Certificate of Tax Payment (Form 2) or copy of the counterfoil of final tax return with the seal of reception of the Tax Office)
 - Certificate of residence (with description of his/her family relationship with all family members)
12. You need to prove that you have sufficient funds available in the forms a valid Bank Statement.
 13. A **nonrefundable** visa application fee (Cheques or foreign currency not acceptable.)
 14. A **minimum of five working days** is required for a visa to be approved and issued.
 15. **You are required to apply for your visa in person.**

(Note) The required documents shall be valid at the time of visa application, and shall be submitted **within three months of their date of issue**. The required documents should be submitted in **original form**.

Embassy of Japan
Consular/Visa Section
Lusaka

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