

INSTRUCTIONS FOR VISA APPLICANTS GOING TO JAPAN FOR BUSINESS

• **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 or organization stating the type of business you intend to do in Japan, the length of time that you will be there, and the name and address of the Company you will be dealing with in Japan.
8. **Your Original Certificate of Registration for your company.**
9. **A letter of Invitation , a letter of Guarantee and Trade agreement or Transaction descriptions** from the company you will be dealing with in Japan. The letter should state the nature of your business in Japan, the dates of your arrival in and departure from Japan as well as the duration of your stay in Japan.
10. **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.
11. You need to prove that you have sufficient funds available in the form a valid Bank Statement.
12. A **nonrefundable** visa application fee (Cheques or foreign currency not acceptable.)
13. A **minimum of five working days** are required for a visa to be approved and issued.
14. **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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