

Required Documents for Short-term Visa

- **Visa Application Form (Sample)**

One recent color photograph (45mm x 35mm, front-facing) must be attached thereto.

- **Passport** (valid for at least six months beyond your intended date of departure from Japan)
- **Travel itinerary or a written guarantee from your travel agent** confirming your return date to Zambia
- **Letter from your company OR organization stating:**
 - the nature of the business you intend to conduct in Japan;
 - the planned duration of your stay; and
 - **for tourism purposes**, that you are approved by your company OR organization for your leave of absence from work; OR
 - **for business purposes**, the name and address of the company OR organization you will be dealing with in Japan.

- **Proof of your reservation for accommodation in Japan, OR a written guarantee from your guarantor/inviter** to provide accommodation for you in Japan during your period of stay.

- **Bank statement**

The statement must prove all transactions within the last three months from the application date, to prove that you have sufficient funds available. If your guarantor/inviter pays for your finance for your travel including accommodation, foods etc., his/her valid bank statement and tax certificate might be requested.

- **Letter of Guarantee (English) OR Letter of Guarantee (Japanese)**, if your host guarantees: 1. expenses for the applicant's stay in Japan; 2. return travel expenses; and 3. compliance with Japanese laws and regulations.

A copy of a valid certificate (Residence Card OR Certificate of Residence) of your guarantor/inviter might be requested.

- **Letter of Invitation (English) OR Letter of Invitation (Japanese)**, if you are invited.

A copy of a valid certificate (Residence Card OR Certificate of Residence) of your guarantor/inviter might be requested.

In addition,

For a Zambian Applicant:

- **Photo identification issued by the Zambian authorities**
(e.g. your original National Registration Card OR Driver's License)

For a non-Zambian Applicant

- **Work Permit OR Residence Permit issued by the Zambian authorities**

This must remain valid for at least six months from your intended date of departure for Japan.