

FOR SHORT-TERM BUSINESS/CONFERENCE/STUDENT

In principle, Visa applicants should come to the Embassy in person.
Application Drop-off: M-F 9:15am-12:00pm (Morning Only)

<US Passport Holders>

o Passport

o 1x [Visa application form](#) ([sample](#))

o 1x photo (2"*2")

o 1x Copy of the Certificate for completion of registration to the ERFS system

*To obtain a Certificate for completion of registration to the ERFS system, a sponsoring organization located in Japan (e.g., inviting/employing companies) needs to complete prescribed application through the Entrants Returnees Follow-up System (ERFS). After the application, "Certificate for completion of Registration to the ERFS system (受付済証 : Uketsukezumisho)" will be issued.

[Further information for receiving organizations can be found here.](#)

<Non-US Passport Holders>

o Passport

o U.S. Visa (e.g. Green card) *If you are not a U.S. citizen.

*Please note that in principle we do not accept an application from B-1 and B-2 U.S. visa status holders.

o 1x [Visa application form](#) ([sample](#))

o 1x photo (2"*2")

o 1x Copy of the Certificate for completion of registration to the ERFS system

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o 1x Invitation Letter & Written Pledge filled by an inviter resides in Japan (either in Japanese or in English)

- Japanese: [Invitation Letter](#) & [Written Pledge](#)

- English: [Invitation Letter](#) & [Written Pledge](#)

*Inviter must reside in Japan.

*You can bring a copy (printed paper), no signature required. You do not need to submit a written pledge.

*Please write full information of your inviter; do not write "same as guarantor" on a section of "Inviting person."

o 1x Letter of Guarantee ([Japanese](#) or [English](#)) filled by an guarantee resides in Japan (either in Japanese or in English)

*You can bring a copy (printed paper), no signature required.

o 1x [Daily itinerary in Japan](#)

o 1x Proof of sufficient funds for travel (a copy of your most recent one-month Bank statement)

Please note that the Consul may request additional documents in addition to those listed above.

Source: <https://www.us.emb-japan.go.jp/j/download/SHORTTERMBUSINESS.pdf>

Visa Page : https://www.us.emb-japan.go.jp/itpr_en/travel_and_visa.html