

## Required Documents Checklist

**ALL TRAVELERS must include the following documents in your package to G3:**

- Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and original I-94. Students will need to provide a recent I-20 form. Visitor Exchange program members will need to provided a copy of their IAP 66 form.
- Two visa application forms, completed on the attached fillable PDF, printed and signed. Handwritten forms are not accepted.
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary.
- Copy of hotel reservations.

**BUSINESS and FLIGHT CREW TRAVELERS must also include:**

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee, and must specify the applicant's position, annual salary and length of employment. It must be on letterhead and signed by a representative of the company other than the applicant. A sample is attached.
- A letter of invitation from the organization to be visited in Japan. This must follow a specific format; see sample attached.

**TOURIST TRAVELERS must also include:**

- A letter from their employer stating their intent to return to work.
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.

**WORK/RESIDENCY APPLICANTS must also include:**

- Original "Certificate of Eligibility" from the Ministry of Justice in Japan, plus one photocopy.
- If you are applying as a dependent of a worker, include a copy of the marriage or birth certificate to show the relationship.

**NOTES:**

U.S. Citizens do not require visas to Japan for business or tourist trips of less than 90 days.

Visa fees and processing times may vary according to nationality.

For visa requests requiring Mission Critical processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

Embassy Fees listed below include a \$5 Money Order fee.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### Embassy Fees for Visa Processing

Visa Type	Mission Critical 5 Business Days	Priority 7 Business Days	Expedited 10 Business Days
Single Entry	\$42.00	\$42.00	\$42.00
Work/Residency	No Fee	No Fee	No Fee

### G3 Processing Fees

Visa Type	Mission Critical 5 Business Days	Priority 7 Business Days	Expedited 10 Business Days
Tourist	\$140.00	\$100.00	\$70.00
Business	\$170.00	\$135.00	\$80.00
Flight Crew	\$170.00	\$135.00	\$80.00
Work/Residency	\$170.00	\$135.00	\$80.00



VISAS & PASSPORTS

MIAMI

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form
JAPAN

Traveler Information
1. Traveler Name
Date of Birth
2. Traveler Name
Date of Birth

Travel Details
Date of US Departure:
I must have my passport no later than:
Other visas or passport services requested:

Shipping and Contact Information
This must be a physical address for FedEx delivery; no P.O. Boxes.
Contact Name:
Company Name:
Street Address:
Apt. /Suite:
City:
State: Zip Code:
Home Phone:
Office Phone:
Mobile Phone:
Contact Email (required):
Secondary Email:

Return Shipping
Passports will be returned via Federal Express.
Select One:
3 Business Day Delivery \$19.00
Standard Overnight Delivery \$29.00
8 AM Delivery\* \$84.00
Saturday Delivery\* \$44.00
Same Day Delivery\* Please Call
International Delivery\* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00
\*These services may not be available for all delivery locations.

Concierge Level Service
Check here to select Concierge Level Service
Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:
- Dedicated Concierge Level Staff handling your visa request.
- Document review via email before you send in your request.
- Creation of online visa applications (as applicable).
- Personal telephone calls confirming package receipt in G3's office, visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email address (CLS@g3visas.com).
An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Payment Information
Please see the attached visa requirements sheet for applicable fees.
Select Payment Type:
Credit Card
Check (company or certified)
Approved Billing Terms
Billing, P.O., Project or Reference Code #
Total Fees from Visa Requirement Sheet:
Embassy Fee x # of Travelers = Total
G3 Processing Fee x # of Travelers = Total
Concierge Level Service (Optional) x # of Travelers = Total
Shipping Fee = Total
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

Send This Form and All Required Documents To:
G3 Miami: 305.285.9255 Phone
800.644.1642 Toll Free
305.859.8007 Fax
miami@g3visas.com
Attn: Visa Department
80 SW 8th Street
Suite 2250
Miami, FL 33130
www.g3visas.com

For Payment Via Credit Card:
American Express, Discover, MasterCard and Visa only
Name as it appears on card:
Account Number:
Expiration Date: Billing Zip Code:
Security Code: (Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)
Cardholder Signature:

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

# VISA APPLICATION FORM TO ENTER JAPAN

\*Official use only

(Paste photo here)  
45mm x45mm  
or 2inx2in

Surname (as shown in passport) \_\_\_\_\_

Given and middle names (as shown in passport) \_\_\_\_\_

Other names (including any other names you are or have been known by)  
\_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_  
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male  Female  Marital status: Single  Married  Widowed  Divorced

Nationality or citizenship \_\_\_\_\_  
Former and/or other nationalities or citizenships \_\_\_\_\_

ID No. issued to you by your government \_\_\_\_\_

Passport type: Diplomatic  Official  Ordinary  Other

Passport No. \_\_\_\_\_

Place of issue \_\_\_\_\_ Date of issue \_\_\_\_\_  
(Day)/(Month)/(Year)

Issuing authority \_\_\_\_\_ Date of expiry \_\_\_\_\_  
(Day)/(Month)/(Year)

Purpose of visit to Japan \_\_\_\_\_

Intended length of stay in Japan \_\_\_\_\_

Date of arrival in Japan \_\_\_\_\_

Port of entry into Japan \_\_\_\_\_ Name of ship or airline \_\_\_\_\_

Names and addresses of hotels or persons with whom applicant intends to stay

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Dates and duration of previous stays in Japan \_\_\_\_\_

Your current residential address (if you have more than one address, please list them all)

Address \_\_\_\_\_

Tel. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Current profession or occupation and position \_\_\_\_\_

Name and address of employer

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

\*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan(Please provide details of the guarantor or the person to be visited in Japan)

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male  Female

(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

Inviter in Japan(Please write 'same as above' if the inviting person and the guarantor are the same)

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male  Female

(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

\*Remarks/Special circumstances, if any \_\_\_\_\_

Have you ever:

- been convicted of a crime or offence in any country? Yes  No
- been sentenced to imprisonment for 1 year or more in any country? \*\* Yes  No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes  No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? \*\* Yes  No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes  No
- committed trafficking in persons or incited or aided another to commit such an offence? Yes  No

\*\* Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application \_\_\_\_\_ Signature of applicant \_\_\_\_\_  
(Day)/(Month)/(Year)

\* It is not mandatory to complete these items.

Any personal information gathered in this application as well as additional information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used for the purpose of processing the visa application and to the extent necessary for the purposes stated in Article 8 of the Act.

# Sample Business Letter from U.S. Company

\*\*\*\*\*Please print your business letter on company stationery\*\*\*\*\*

June 1, 2012

Consulate General of Japan  
Consular Section

Dear Visa Officer,

This letter is to introduce Jeremy Simmons (*insert your name*), Vice President (*insert your position*), International Public Policy, East Coast Promotions, Inc. (*insert the name of your company*.) Mr. Simmons has been an employee of East Coast Promotions, Inc. for seven years (*insert your duration of employment*), and earns an annual salary of \$75,000 (*insert your salary*). Mr. Simmons is planning a business trip to Japan on Monday, August 3 through August 17 (*dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Overseas Company Name  
Street Address  
City, Country Zip code  
Telephone number

*(It is important to indicate which company and individual you are going to visit.)*

East Coast Promotions, Inc. (*insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in Japan.

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

*Barry G. Hart*

Barry G. Hart (*Please have someone other than the applicant sign this letter.*)  
Senior Vice President  
East Coast Promotions, Inc.

# Sample Business Letter For Flight Crew

\*\*\*\*\*Please print your business letter on company stationery\*\*\*\*\*

June 15, 2012

Consulate General of Japan  
Consular Section

To Whom It May Concern:

Please be advised that the below listed individual is applying for a **Flight Crew** visa. Financial responsibility for all expenses incurred by this individual during their stay in Japan is the complete and total responsibility of *(name of your flight department)*

Name:

Position: *(Pilot, Flight Attendant, etc.)*

Length of Time Employed: *(state how long the applicant has worked for your company)*

Annual Salary:

**Date of Arrival #1:** July 13, 2012

**Date of Arrival #2:** *(if applicable)*

Airport of Arrival: *City*

Aircraft/Flight: N506AB

**Date of Departure #1:** July 20, 2012

**Date of Departure #2:** *(if applicable)*

Airport of Departure: *City*

Aircraft/Flight: N506AB

Reason for Travel: Transporting executives

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to give me a call directly at *(contact number)*.

Best Regards,

*(Signature here, must be signed by someone **other** than the applicant)*

Title

## Reason for Invitation

Date (dd/mm/yy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

To: Ambassador of Japan  
Embassy of Japan in the United States of America

### [INVITING PERSON]

Full Name:  
Address:  
Phone:  
Signature/Seal:

[APPLICANT] (If there is more than one applicant, please compile a separate list and here write "SEE LIST".)

Full Name:  
Nationality:  
Date of Birth (dd/mm/yy):                      Age:

The purpose of inviting the above person is as follows:

(1) Purpose of invitation

(2) Background to invitation – Please explain the background to this invitation and details of relationship. If there is not enough space here, a separate sheet can be attached.

(3) Other / Date and duration of stay in Japan intended