

## Required documents to apply Temporary Visitor's Visa

**ATTENTION:** You are kindly requested to arrange Required Documents in accordance with an order as listed below (No. 2 - 14) before picking a ticket. Failure to do this will cause you to pick a ticket once again.

	Required Documents	Visiting Relatives	Visiting Friends / Acquaintances	Holiday	Visit by a family member of Japanese living in Indonesia	Business
1 .	Passport					
2 .	Visa Application Form & one photograph (4.5cm X 4.5cm)					
3 .	Copy of KTP					
4 .	Copy of Student Card (only if the applicant is still registered as college student)					
5 .	Flight itinerary issued by travel agency or airline office					
6 .	Itinerary with information on places you plan to visit and stay.					
7 .	Documents certifying the relationship between you and your relatives living in Japan					
8 .	Documents certifying the relationship between you and your friends/acquaintances living in Japan (such as photos, letters etc.)					
9 .	Copy of documents certifying the relationship between each applicants, such as family registration card, etc (for group applicants only)					
10 .	Copy of immigration documents showing legal status of your Japanese family living in Indonesia (such as KITAS)					
11 .	Copy of documents certifying the relationship between you and your Japanese family living in Indonesia (such as <i>koseki tohon</i> , marriage certificate)					
12 .	Certificate of Employment					
13 .	Invitation Letter					
14 .	Proof of sufficient funds to defray all the expenses while in Japan					
	a. If you, your relative/friend in Indonesia, or organization/institution where you belong to pay for your trip:					
	Copy of bankbook/bank statement for recent 3 months (if you are not paying for your trip, you must submit documents certifying the relationship between you and the one who pays for your trip as well)					
	Letter from organization/institution where you belong which certifies a purpose of visit					
	b. If your relatives/friends in Japan, or organization/institution in Japan pay for your trip:					
	Letter of Guarantee					
	Copy of documents on the guarantor (choose one):					
	<i>Nouzei Shomeisho</i> which shows annual income	●	●			
	<i>Kakutei Shinkokusho Hikae</i>	●	●			
	<i>Shotoku Shomeisho</i>	●	●			
	Copy of bank statement for recent 3 months	●	●		●	
	Copy of bankbook for recent 3 months	●	●		●	
	Certificate of Employment with information on duration of employment and amount of annual income	●	●		●	
	Domicile Certificate ( <i>juminhyo</i> ). If the Guarantor is a foreigner living in Japan, he/she must submit copy of his/her Alien's Registration Certificate/card					
	Copy of the legal registration ( <i>tokibotohon</i> ) or an Overview of the Company/Organization in Japan (Employment certificate of the invitor should the invitation is personal)					

Notes: Additional document will be required if necessary.