

List of Basic Documents for Temporary Visit Visa Application

Purpose of Visit	Tourism(Sightseeing)
	Provided by visa applicant
	<ol style="list-style-type: none"> 1 Valid Passport 2 Visa application form (Must be Typed) 3 1 Photo (White Background) ※Glue your photo on your application form (Do not use Stapler). 4 Resume(CV) 5 Schedule of stay in Japan ※Activity information each day including accomodation and contact. 6 Accomodation information (Hotel Booking etc) 7 Letter of Introduction from applicant work place ※Include information about position, purpose, duration of annual leave, yearly income. 8 Pay advice slip from applicant's work place (Last 6 months) ※If not applicable, add letter of introduction. 9 Applicant's Bank statement (Last 3 months) 10 Flight Reservation to and from Japan <p style="text-align: center;">【If applicant is owner of company】</p> <ol style="list-style-type: none"> 1 Company's Bank Statement (Last 3 months) 2 Certificate of Company Registration 3 Tax Clearance Certificate 4 Form A
	Prepared by the sponsor who pays for the above -mentioned travel expenses (Ghana side)
	<ol style="list-style-type: none"> 1 Sponsorship letter (Include Budget) 2 Sponsor's Bank Statement (Last 3 months) 3 Sponsor's Passport copy or ID Card copy <p style="text-align: center;">【If sponsor is owner of company】</p> <ol style="list-style-type: none"> 1 Certificate of Company Registration 2 Tax Clearance Certificate 3 Form A
	Prepared by the sponsor who pays for the above -mentioned travel expenses (Japan side)
	<ol style="list-style-type: none"> 1 Letter of Guarantee 2 Passport copy 3 Copies of both sides of the valid Residence Card (When the Sponsor is a foreign national) 4 Certificate of employment 5 Pay advice slip from inviter's and guaranter's work place (Last 6 months) 6 Statement of tax withholding (Gensenchoshuhyo) or Certificate of tax payment (residents' tax etc) ※Certificate should indicate the gross income for the previous year. 7 A certificate of deposit balance 8 Background letter ※Background information of how and when the sponsor and the applicant became affiliated.

(NOTE) ※Nationals other than Ghana, Sierra Leone and Liberia have to show valid Ghanaian Residence Permitt.
 ※The applicant may be requested to submit additional documents that are deemed necessary for the examination.
 ※Required documents must be ORIGINAL.
 ※The required documents must be valid and issued within the last three(3) months of the date of submission.
 Documents, except for passport, submitted for application will not be returned,
 but originals of Birth certificates, Marrige certificates and any other certificates,
 Will be returned to applicant, when the process is concluded.