**Newtourleaders Co.,Ltd**. T.010-9238-5418 , 051-818-0801 E-mail : kim83077@nate.com

\* How to register for Japanese visa for foreigners living in Korea \*

Our company holds permit license (pass) of agency on applying visa in Japan consulate.

A. Registration procedure

1. Make an inquiry by our company’s e-mail.

E-mail : kim83077@nate.com , kakao ID: newtour0801

2. Send prepared documents to the address below. (via parcel, mail, quick service, or visit our office)

○Address : 2F, 251, Hakgam-daero, Sasang-gu, Busan, Korea

New tourleaders Kim, Sung Hoon 010-9238-5418

○Business Hours : Weekdays 07:00 ~19:00, Saturday 09:00~13:00, Closed during Sundays and holidays

3. Visa will be issued 3 business days after the arrival of documents. The visa will be sent via mail after issued.

**B. Cost** - Visa(a) + service commission (b) + mailing(c)

a. Visa - Chinese -27,000 won

Philippines, Columbia : 0 won , South Africa, Vietnam -30,000 won, India- 10,000 won , Taiwan – single 30,000 won, multiple 50,000 won

Please make an inquiry for other nationality.

b. Service commission : 50,000 won

c. Mailing : 3,000 won

**C. Required documents (Tour as the purpose of visiting Japan, only documents from 1~8 are required.)**

**1. A copy of registration form**

Download and fill in the registration form.

Upon the signature of the applicant, the applicant must sign in person.

Visa Application Form(Engilish, pdf)

**2. Original passport (a passport valid for more than 6 months)**

**3. A copy of a photo**

Size of the photo should be around 4.5cm × 4.5cm.

Photo should been taken within 6 months of registration (snapshot photo invalid)

**4. A copy of both sides of certificate of alien registration of Korea**

(Note) When family members register together, please submit certificate of registration of alien that has been issued by immigration office of Korea.

**5. A document that identifies the circumstance of stay in Korea**

- Employer : An original copy of employment certificate or a copy of a written employment contract

- Student : An original copy of enrollment certificate

- Business owner : A copy of business registration certificate

**6. A document that certifies the ability to pay the expenses of voyage or financial status**

(Please prepare one document among documents below)

－Certificate of income issued by public organization

－A copy of bank account or transaction history of bank account that certifies the circumstances of transactional information and bank balance (6 months)

**7. Flight and accommodation reservation confirmation document (Reservation confirmation document of round-trip flight (ship) ticket / hotel reservation confirmation document)**

- English name of the applicant should be printed on the flight or accommodation reservation confirmation document.

- When an accompanying person(s) is included in the flight or accommodation reservation confirmation document, please attach a copy of an accompanying person(s)’s passport and visa of Japan (immigration available without a visa is excluded).

**8. Statement of entry and system program**

Please write in accordance with one’s own situation and attach a sample in the e-mail.

\*\*When the applicant is jobless, housewife, or freelancer

Please prepare documents of immediate family (spouse, parent, or child) staying in Korea for documents 5 and 6 and attach an official family relation certificate.

\* For family relation certificate, please prepare one document among listed below.

- An original copy of family relation certificate (child), marriage relation certificate (spouse) if an immediate family is Korean

- An original copy of alien registration certificate or marriage relation certificate (spouse) · birth certificate (child) if an immediate family is a foreigner staying in Korea

- An original copy of alien registration certificate or household registration if an immediate family is Chinese

Please prepare a document that sets the condition of the applicant. When having difficulties on getting one of these documents, please prepare documents in accordance with the above documents.

Normal visitors for tour in Japan should prepare documents from 1 to 8.

Those who are applicable should prepare documents listed below.

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9. Russian • CIS and Georgians who corresponds to tourist guaranteed tourism should submit following documents.

<Documents prepared by an organization invited by Japan>

(Documents below should be filled out on an original copy from Japan)

(1) Stay schedule

(2) Identity certificate

(3) Documents related to guaranteed tourism (one of the followings)

－corporate registration transcript (3 months within the date of issue)

－company / group outline description

－a copy of a company genealogy tree (newest edition)

－guidebook / pamphlet

(3) Material for explanation of purpose of entrance

－accommodation reservation confirmation document

－flight reservation confirmation document

※ Guarantee tourism should specify travel registration number of ministry of tourism administration or prefectures of Japan.

\* Additional documents required when visiting Japan not for the purpose of tourism

1. Visit for business

(Documents below should be filled out on an original copy from Japan)

(1) Statement of invitation

(2) Identity certificate

(3) Stay schedule

(4) Documents related to organization of invitation (one of the followings)

－corporate registration transcript (3 months within the date of issue)

－a copy of a company genealogy tree (newest edition)

－company / group outline description

－guidebook / pamphlet

2. Visiting relatives (aunt or uncle or closer degree of kinship) • acquaintances

(Documents below should be filled out on an original copy from Japan)

(1) Statement of invitation

(2) Identity certificate

(3) Stay schedule

(4) Document related to the invitee or a guarantor (1 copy each for identical person)

(a) Resident chart

(Note 1) A chart filled with relationship of all generation.

(Note2) Foreigners should not have blank on matters to be filled (excluding resident chart code).

(b) Employment certificate

－corporate registration transcript in the case of managing a company

－business license or an original copy of final retum in the case of individual business

(c) Taxation and tax payment certificate issued by the municipalities of Japan

(d) A copy of both sides of valid residence card (only foreigners)

(5) A document that certifies relationship of relative or acquaintance

(a) In the case of vising a relative (one of the followings)

－a copy of one’s family register

－birth certificate

－marriage certificate

－other notarized documents

(b) In the case of visiting an acquaintance

－a photo taken together and a copy of identification card of both sides

－a copy of a letter or an e-mail

－a statement of international call

－a document that verifies residence in Korea in the case of stay in Korea

(6) Other documents that certifies or explains the relationship

\*Download forms of the Ministry of Foreign Affairs of Japan

Identity Certificate

<http://www.mofa.go.jp/mofaj/toko/visa/pdfs/application2.pdf>

Statement of Invitation

http://www.mofa.go.jp/mofaj/toko/visa/pdfs/application3.pdf

Stay Schedule

http://www.mofa.go.jp/mofaj/toko/visa/pdfs/application7.pdf

※ These are very important documents that needs to be submitted to Japan as an original copy. Please e-mail us after filling in, and mail an original copy to our company.