

Visa for Business

Note that the visa type “Temporary Visa” is **not applicable for actual business conduct** regardless of the duration of the stay.



- ☐ Passport
- ☐ Visa Application Form
- ☐ One Photo (45 mm x 45 mm, taken within the past 6 months)
- ☐ Air ticket booking confirmation (for round trip)
- ☐ following documents which verify business connection
 - ◇Company Online Registration Page and Company Extract (Photocopy)
 - ◇Employment Certificate (Please clarify the applicant's position, hire date, and salary.)
 - ◇Certificate of business trip order from the applicant's company
(Please clarify the reason of business trip and its duration)
 - ◇ Any document below showing the applicant's activities in Japan and the track record in Japan
 - Export/ Import Business license, or
 - Business contract between a Japanese company and the applicant's company, or
 - Approval letter and the training plan from the receiving entity in Japan

Please clarify the training schedule, venues, the person of the training in-charge, whether on-the-job-training will be held or not, and whether training allowance will be paid to the applicant by the receiving side.

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- ☐ Letter of Invitation from the inviter of Japan
 - ☐ Detailed Schedule in Japan (Date, Accommodation, Contact information etc.)
 - ☐ List of Applicants (In the case of more than one applicant)
 - ☐ If the inviter guarantees the expense for the trip, Letter of Guarantee and Company Registration (Hojin Tokibo Tohon) or Overview of Company / Organization or SHIKIHO (Photocopy) (if the company is listed on the Stock Exchange)

All documents should be **within 3 months from the issue date.**

All Myanmar documents should be submitted in original with Japanese or English translation and photocopy for each document. As for the documents which are not mentioned specifically, please submit one set of original ones.

Depending on the purpose of travel or the individual situation, applicants may be requested to submit additional supporting documents and to have a interview by the Embassy; we need to refer to MOFA, Japan. In these occasions, the visa approval procedure may not be completed by the applicant's departure date. So, please kindly make sure that the applicant submits the visa application well ahead of time. (If you have not heard from the Embassy more than 10 days after your application, you can contact the Embassy with the 8-digit reference number and the applicant's name.