

General Points of Visa Application for Short-Term Stay  
Other Nationalities

**【General Information】**

- Location: 28<sup>th</sup> Floor, Dubai World Trade Center (DWTC)
- Opening hour: 09:00-12:00(SUN-THU) for application
- ※ No appointments required
  - ※ Schedule will remain the same during Ramadan
- 12:00-13:30(SUN-THU) for collection
- [Our Holiday Schedule](#)
- Visa process: 4 working days
- Visa fee: [Visa fee](#)

**【Be sure to read the followings】**

1. It is NOT allowed to stay in Japan more than 90 days or perform any activities to undertake revenue-generating business operations or any activities to receive remuneration as visa status of short-term stay.
2. Following visa applicants are eligible to apply for Japanese visa at the Consulate-General of Japan in Dubai.
  - Residents of the Emirates of Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah and Fujairah (UAE residence visa holders)
  - Residents of Iraq, Afghanistan, Syria and Yemen (NON UAE residence visa holders)

※ Residents of the Emirates of Abu Dhabi (including Al Ain) must apply for a visa at [the Embassy of Japan in the United Arab Emirates in Abu Dhabi](#)
3. Once your application has been accepted, you may retrieve your passport during process if necessary. Please be noted that additional 1 (one) working day is required for process when you submit original passport on or after informed collection date in the receipt.

4. If you have a non-ordinary passport (e.g. Refugee passport, Travel document etc.), please send a copy of your passport cover page, biometric page and UAE residence visa page by [e-mail](#) before you apply.
5. If you cannot communicate in English, Japanese or Arabic, you are required to bring an interpreter with his/her valid passport.
6. The required documents should be valid at the time of visa application, and should be submitted within 3 months of their date of issue. Submitted documents for application will not be returned (except passport). You may be requested to submit additional documents that are deemed necessary for the examination.
7. We reserve the full right for final decision of your request for multiple-entry visa based on the criteria set by the Japanese government. We are NOT authorized to answer any inquiries regarding “Criteria” for multiple-entry visa (e.g. minimum bank balance, amount of salary and etc.)

#### **【Additional required documents】**

**■ For those who travel to Japan without your UAE visa sponsor (housewife, student etc.) or traveling with your housemaid**

Below documents are required in addition to basic visa required documents.

- ① Certificate of employment (or salary certificate) of your visa sponsor
- ② Bank statement of your visa sponsor (last 3 months)
- ③ Copy of your visa sponsor’s passport and UAE residence visa
- ④ NOC letter for traveling and paying travel expenses from your visa sponsor.

**【Multiple-entry visa】**

Below documents are required in addition to basic visa required documents.

**■ For Indonesian, Filipino and Vietnamese**

*(NOTE) MRP/e-passport holders ONLY*

(1) Applicant with sufficient financial capacity

- ① Certificate of employment (your monthly/annual income has to be stated)
- ② Salary bank account statement (last 3 months)
- ③ Documents to explain the reason of application for multiple-entry visa

(2) Applicant with travel record to Japan in the last three years

- ① More than one of the following documents
  - Certificate of employment (your monthly/annual income has to be stated)
  - Salary bank account statement (last 3 months)
  - Current or old passport that shows the temporary visitor visas issued from G7 (Group of 7) with entry and exit stamps within the last three years.  
(More than two entry and exit stamps of G7 countries are required.)
- ② Current or old passport that shows Japanese temporary visitor visa with entry and exit stamp within the last three years.
- ③ Documents to explain the reason of application for multiple-entry Visa

**■ For Russian**

**【Russian with travel record to Japan in the last three years or sufficient financial capacity】**

- ① Certificate of employment (your monthly / annual income has to be stated)
- ② Salary bank account statement (last 3 months)
- ③ Documents to explain the reason of application for multiple-entry visa
- ④ (Russian with travel record to Japan in the last three years only) Current or old passport that shows Japanese temporary visitor visa with entry and exit stamp within the last three years.

**List of basic documents for short-term visit visa application**  
**“Short-Term Business Affairs, etc.”**

Purpose of visit	<p>○ Participation in meetings, cultural exchange, exchange between municipalities, sports exchange, Business liaison, conference, business meeting, contract signing, after-sales service, advertising, market research, used-car, used-vessel and used-electronics business, etc.</p> <p>✕ Other than UAE and Chinese nationals</p>
Documents to be submitted	<p>Provided by visa applicant</p>
	<p><input type="checkbox"/> ① <b>Original passport (more than 2 blank pages)</b></p> <p><input type="checkbox"/> ② <b>Passport copy</b></p> <p><input type="checkbox"/> ③ <b>Copy of UAE residence visa for NON GCC</b>  <b>Copy of Emirates ID for GCC</b></p> <p><input type="checkbox"/> ④ <b>1 set of visa application form</b>  <b>2 sets of visa application form (Nationals of Russian, CIS countries or Georgia ONLY)</b>  <a href="#">(ENG(with QR code))</a>      <a href="#">(ENG( for handwriting))</a>      <a href="#">(Sample)</a></p> <p><input type="checkbox"/> ⑤ <b>1 photo</b>  <b>2 photos (Nationals of Russian, CIS countries or Georgia ONLY)</b></p> <ul style="list-style-type: none"> <li>• Recent photo taken within 6 months with white background is required.</li> <li>• Do NOT staple. Glue your photo on your visa application form.</li> </ul> <p><input type="checkbox"/> ⑥ <b>Copy of confirmation of flight booking (e-ticket)</b></p> <p><input type="checkbox"/> ⑦ <b>Original certificate of employment</b></p> <ul style="list-style-type: none"> <li>• Company seal and signature by person in charge are required (including signer's name and position).</li> <li>• The position, purpose of visit and financial responsibility of travel expenses have to be stated. Form is free style.</li> <li>• (For Investor or Partner status holders) Letter from the company signed by "another person in charge" is required.</li> <li>• (For those owners sponsored by the Free Zone) NOC issued from Free Zone is required.</li> </ul> <p><input type="checkbox"/> ⑧ <b>Copy of trade license</b></p> <ul style="list-style-type: none"> <li>• More than 3 months validity is required at the time of visa application.</li> </ul> <p><input type="checkbox"/> ⑨ <b>Bank statement of applicant's company (last 3 months)</b></p> <ul style="list-style-type: none"> <li>• If inviting person/guarantor in Japan submit the documents of ⑬ and ⑭, it can be omitted.</li> </ul>
	<p>Prepared by inviting person/guarantor in Japan</p>
	<p><input type="checkbox"/> ⑩ <b>Original letter of reason for invitation</b>      <a href="#">(ENG)</a>      <a href="#">(JPN)</a></p> <ul style="list-style-type: none"> <li>• Put the company seal or representative's seal. Private seals are unacceptable. If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.</li> <li>• State the purpose and activities in Japan "in detail". (Vague references such as "visiting company" or "visiting conference" are unacceptable.)</li> <li>• Write the full name of an applicant using the "alphabetic characters".</li> </ul> <p><input type="checkbox"/> ⑪ <b>(When there are two or more applicants) List of visa applicants</b>      <a href="#">(ENG)</a>      <a href="#">(JPN)</a></p> <p><input type="checkbox"/> ⑫ <b>Schedule of stay or travel itinerary</b>      <a href="#">(ENG)</a>      <a href="#">(JPN)</a>      <a href="#">(Sample)</a></p> <ul style="list-style-type: none"> <li>• Travel Itinerary (each day, including information of accommodation and contact.)</li> </ul>
	<p>Prepared by inviting person/guarantor who pays for the travel expenses</p>
	<p><input type="checkbox"/> ⑬ <b>Original letter of guarantee</b>      <a href="#">(ENG)</a>      <a href="#">(JPN)</a></p> <ul style="list-style-type: none"> <li>• Complete all the required fields. If there are any omission in the required fields, it will become invalid. (includes omission of a seal). Complete the form in the same manner as the Letter of reason for invitation.</li> </ul> <p><input type="checkbox"/> ⑭ <b>Original certified copy of the incorporation register or original overview of company/organization</b>  Overview of company/organization      <a href="#">(ENG)</a>      <a href="#">(JPN)</a>  ✕ Overview of company/organization is for those companies which are not incorporated.</p> <ul style="list-style-type: none"> <li>• (For a stock exchange-listed company) Submit its quarterly corporate report (Shiki-ho(会社四季報)) on behalf of a copy of the incorporation register or an overview of the company/organization.</li> <li>• (For an individual or professor) Submit the "Certificate of employment" instead of a copy of the incorporation register or an overview of the company/organization.</li> </ul>
	<p><b>Additional required documents for used-car, used-vessel and used-electronic business</b></p>
	<p><input type="checkbox"/> <b>Requirements ⑨, ⑬ and ⑭</b></p> <p><input type="checkbox"/> ⑮ <b>Original certificate of tax payment (Form 2) issued by the director of the tax office.</b></p> <p><input type="checkbox"/> ⑯ <b>(For NON Japanese guarantor/inviter)</b></p> <ul style="list-style-type: none"> <li>• Copy of both sides of the valid residence card</li> <li>• Original certificate of residence (Jyuminhyo (住民票), with all matters listed except for Individual Number ("My Number") and Resident Record Code)</li> <li>• Copy of his/her passport (including the pages of status items)</li> </ul>

**List of basic documents for short-term visit visa application  
“Visiting Relatives/Acquaintances”**

Purpose of visit	<p>○ Visiting spouse, blood relatives / relatives by affinity within the third degree, Visiting acquaintances /friends</p> <p>✕ Other than UAE and Chinese nationals.</p>
Documents to be submitted	<p>Provided by visa applicant</p> <p><input type="checkbox"/> ① <b>Original passport (more than 2 blank pages)</b></p> <p><input type="checkbox"/> ② <b>Passport copy</b></p> <p><input type="checkbox"/> ③ <b>Copy of UAE residence visa for NON GCC</b> <b>Copy of Emirates ID for GCC</b></p> <p><input type="checkbox"/> ④ <b>1 set of visa application form</b> <b>2 sets of visa application form (Nationals of Russian, CIS countries or Georgia ONLY)</b> <a href="#">(ENG(with QR code))</a>      <a href="#">(ENG( for handwriting))</a>      <a href="#">(Sample)</a></p> <p><input type="checkbox"/> ⑤ <b>1 photo</b> <b>2 photos (Nationals of Russian, CIS countries or Georgia ONLY)</b></p> <ul style="list-style-type: none"> <li>• Recent photo taken within 6 months with white background is required.</li> <li>• Do NOT staple. Glue your photo on your visa application form.</li> </ul> <p><input type="checkbox"/> ⑥ <b>Copy of confirmation of flight booking (e-ticket)</b></p> <p><input type="checkbox"/> ⑦ <b>Original certificate of employment</b></p> <ul style="list-style-type: none"> <li>• Company seal and signature by person in charge are required (including signer's name and position).</li> <li>• The position, monthly salary and leave period of applicant have to be stated. Form is free style.</li> <li>• (For Investor or Partner status holders) Letter from the company signed by "another person in charge" is required.</li> <li>• (For those owners sponsored by the Free Zone) NOC issued from Free Zone is required.</li> </ul> <p><input type="checkbox"/> ⑧ <b>Bank statement of applicant (last 3 months)</b></p> <p><input type="checkbox"/> ⑨ <b>Documents to prove kinship</b></p> <ul style="list-style-type: none"> <li>• (Visiting relatives) : Birth certificate, Marriage certificate, Certified copy of the family register, etc.</li> <li>• (Visiting acquaintances/friends) : Photos, Letters, E-mails, Bills for international phone calls, etc.</li> </ul>
	<p>Prepared by inviting person/guarantor in Japan</p> <p><input type="checkbox"/> ⑩ <b>Original letter of reason for invitation</b>      <a href="#">(ENG)</a>      <a href="#">(JPN)</a></p> <ul style="list-style-type: none"> <li>• State the purpose and activities in Japan "in detail". (Vague references such as “visiting acquaintances” or “visiting friends” are unacceptable.)</li> <li>• Write the full name of an applicant using the "alphabetic characters".</li> </ul> <p><input type="checkbox"/> ⑪ <b>(When there are two or more applicants) List of visa applicants</b> <a href="#">(ENG)</a>      <a href="#">(JPN)</a></p> <p><input type="checkbox"/> ⑫ <b>Schedule of stay or travel itinerary</b>      <a href="#">(ENG)</a>      <a href="#">(JPN)</a>      <a href="#">(Sample)</a></p> <ul style="list-style-type: none"> <li>• Travel Itinerary (each day, including information of accommodation and contact.)</li> </ul>
	<p>Prepared by inviting person/guarantor who pays for the travel expenses</p> <p><input type="checkbox"/> ⑬ <b>Original letter of guarantee</b>      <a href="#">(ENG)</a>      <a href="#">(JPN)</a></p> <ul style="list-style-type: none"> <li>• Complete all the required fields. If there are any omission in the required fields, it will become invalid. (includes omission of a seal). Complete the form in the same manner as the Letter of reason for invitation.</li> </ul> <p><input type="checkbox"/> ⑭ More than one of the following documents concerning the guarantor</p> <ul style="list-style-type: none"> <li>• <b>The latest original certificate of income / taxation or a original certificate of tax payment (Form 2)</b> ✕ Each certificate should indicate the gross income for the previous year. ✕ "Statement of Tax Withholding (源泉徴収票)" is not acceptable.</li> <li>• <b>A copy of the counterfoil of final tax return with the seal of reception of the tax office.</b> (e-tax : submit receipt notification and final tax return)</li> <li>• <b>A certificate of deposit balance</b></li> </ul> <p><input type="checkbox"/> ⑮ <b>(For Japanese guarantor/inviter) Original certificate of residence (Jyuminhyo (住民票))</b></p> <ul style="list-style-type: none"> <li>• Description of his/ her family relationship with all family members is required. (Individual Number (“My Number”) is NOT required.)</li> </ul> <p><input type="checkbox"/> <b>(For NON Japanese guarantor/inviter) ① Copy of both sides of the valid residence card, ② Certificate of residence (Jyuminhyo (住民票), with all matters listed except for Individual Number (“My Number”) and Resident Record Code), and ③ Copy of his/her passport (including the pages of status items, records of entry/departure, and permission of residence)</b></p>

**List of basic documents for short-term visit visa application  
“Tourism”**

Purpose of visit	○ Sightseeing ✕ Other than UAE and Chinese nationals. ✕ If your purpose of visit fits in “Visiting Relatives/Acquaintances” or “Short-Term Business Affairs, etc.”, you are NOT eligible to apply “Tourism”.
Documents to be submitted	Provided by visa applicant <input type="checkbox"/> ① <b>Original passport (more than 2 blank pages)</b> <input type="checkbox"/> ② <b>Passport copy</b> <input type="checkbox"/> ③ <b>Copy of UAE residence visa for NON GCC</b> <b>Copy of Emirates ID for GCC</b> <input type="checkbox"/> ④ <b>1 set of visa application form</b> <b>2 sets of visa application form (Nationals of Russian, CIS countries or Georgia ONLY)</b> <a href="#">(ENG(with QR code))</a> <a href="#">(ENG( for handwriting))</a> <a href="#">(Sample)</a> <input type="checkbox"/> ⑤ <b>1 photo</b> <b>2 photos (Nationals of Russian, CIS countries or Georgia ONLY)</b> <ul style="list-style-type: none"> <li>• Recent photo taken within 6 months with white background is required.</li> <li>• Do NOT staple. Glue your photo on your visa application form.</li> </ul> <input type="checkbox"/> ⑥ <b>Copy of confirmation of flight booking (e-ticket)</b> <input type="checkbox"/> ⑦ <b>Original certificate of employment</b> <ul style="list-style-type: none"> <li>• Company seal and signature by person in charge are required (including signer's name and position).</li> <li>• The position, monthly salary and leave period of applicant have to be stated. Form is free style.</li> <li>• (For Investor or Partner status holders) Letter from the company signed by "another person in charge" is required.</li> <li>• (For those owners sponsored by the Free Zone) NOC issued from Free Zone is required.</li> </ul> <input type="checkbox"/> ⑧ <b>Bank statement of applicant (last 3 months)</b> <input type="checkbox"/> ⑨ <b>Schedule of stay or travel itinerary</b> <a href="#">(ENG)</a> <a href="#">(JPN)</a> <a href="#">(Sample)</a> <ul style="list-style-type: none"> <li>• Travel Itinerary (each day, including information of accommodation and contact.)</li> </ul>

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	<p><b>Additional required documents for used-car, used-vessel and used-electronic business</b></p>
	<p><input type="checkbox"/> <b>Requirements ⑨, ⑬ and ⑭</b></p> <p><input type="checkbox"/> ⑮ <b>Original certificate of tax payment (Form 2) issued by the director of the tax office.</b></p> <p><input type="checkbox"/> ⑯ <b>(For NON Japanese guarantor/inviter)</b></p> <ul style="list-style-type: none"> <li>• Copy of both sides of the valid residence card</li> <li>• Original certificate of residence (Jyuminhyo (住民票), with all matters listed except for Individual Number ("My Number") and Resident Record Code)</li> <li>• Copy of his/her passport (including the pages of status items)</li> </ul>