

TYPE OF VISA	RATE PER PERSON
4 applicants and above	PHP 1,500
2-3 applicants	PHP 1,800
Single applicant	PHP 2,100

INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> ✓ Visa Consultancy ✓ Non-appearance ✓ Visa Fee for 15 or 30 days (depending on the Embassy) ✓ Submission to the Embassy ✓ Collection from the Embassy 	<ul style="list-style-type: none"> ✗ Courier or delivery fee for documents/passports to be returned

STEPS IN JAPAN VISA PROCESSING (NON-APPEARANCE)
1. Please read and sign our Data Privacy Agreement then pay the Visa Assistance Fee and email the proof of payment to your Visa Specialist.
2. Accomplish the Application Form and submit it together with all hard copy and original (if applicable) requirements to any of our EGJ Travel Services . Make sure everything is complete because embassy do not accept applications with incomplete requirements/documents.
3. Once requirements/documents are received, we will review everything before we forward your application to the Japanese Embassy; submission is usually within 3 working days after we receive the complete requirements. NOTE: To avoid delays, kindly review and check all applicable requirements and prepare ahead of time. We highly encourage applicants to apply and submit us the requirements 1 month prior the intended travel date because there are times where visa officer is requesting additional documents.
4. Once approved, your Visa Specialist will update you via viber, email or SMS. Then, you may collect your passport with visa sticker at any of our EGJ Travel Services or request us to send it back to you via courier (at applicant's expense)

LIST OF REQUIREMENTS

All original (if applicable) and hard copy documents must be submitted to SMB Travel Office

APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Accomplished and wet signed [Application Form](#)
NOTE: Must be computerized and printed on an A4 size paper
Use black pen only for signature
- ☐ VALID PHILIPPINE PASSPORT with at least 12 months validity (make sure page 3 is signed)
- ☐ OLD PASSPORT/S WITH JAPAN VISA
If you want to apply for Multiple Entry Visa, accomplish the [Multiple Entry Request Form](#)
- ☐ 2 pcs colored Photo (size must be 4.5cm x 3.5cm) on a white background
 - Must be taken within 6 months on the date of application
 - Photo must be formal (no smiling) and do not wear white shirt/polo shirt (must be colored)
- ☐ Signed [Authorization Letter](#) (no need to fill-up, just signature)
- ☐ PSA Birth Certificate (must be issued within 1 year upon submission)
 - If late registered, kindly provide Baptismal Certificate and Form 137
 - If no Form 137, kindly provide a wet signed explanation letter why there is no Form 137
 - If no record in PSA, kindly provide Local Civil Registry copy
 - If no copy of Local Civil Registry copy, please provide a wet signed explanation letter why there is none
 - If some information in PSA is not clear or readable, please provide Local Civil Registry copy
- ☐ PSA Marriage Certificate, if married. (must be issued within 1 year upon submission)
- ☐ Ticket and Hotel Reservations
- ☐ Travel Itinerary

OPTIONAL: Add PHP 800/applicant if you want EGJ Travel Services to create your Ticket & Hotel Reservations together with the travel itinerary

APPLICANT'S FINANCIAL REQUIREMENTS

- ☐ Original Bank Certificate with OR from the Bank
 - Ideal current balance is PHP 100,000 and Ideal average daily balance is PHP 50,000
 - Must include the type of account, opening date, average daily balance and current balance
 - Must be a commercial bank
- ☐ ITR (Income Tax Return)
 - Form 2316 for individual / Form 1701 or Form 1702 for companies
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR

ADDITIONAL REQUIREMENT IF APPLICANT IS A COMPANY EMPLOYEE

- ☐ Original Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
- ☐ Photocopy of Company ID

ADDITIONAL REQUIREMENTS IF APPLICANT IS A BUSINESS OWNER

- ☐ Photocopy of DTI or SEC Permit
 - If SEC Permit, include the GIS (General Information Sheet)
- ☐ Photocopy of Mayor's or Business Permit
- ☐ Photocopy of BIR Company Registration

ADDITIONAL REQUIREMENT IF APPLICANT IS SENIOR CITIZEN

- ☐ Senior Citizen ID

ADDITIONAL REQUIREMENT IF APPLICANT IS A PROFESSIONAL

- ☐ Photocopy of PRC or IBP Card

ADDITIONAL REQUIREMENT IF APPLICANT IS A STUDENT

- ☐ Original School Certificate of Enrollment
- ☐ Photocopy of School ID

IF APPLICANT IS SPONSORED, ADDITIONAL REQUIREMENT OF THE SPONSOR

- ☐ [Guarantee Letter](#) from the Sponsor
- ☐ Proof of Relationship of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate)
- ☐ Financial Requirements (please refer on page 2)

TERMS AND CONDITIONS

- Visa approval is at the discretion of the Embassy. We cannot guarantee 100% approval
- Visa Processing takes up to 7 working days after the submission to the Embassy.
- In case we found the documents insufficient and applicant wishes to discontinue the application process, we will return the documents and charge PHP 500/applicant as an assessment fee. Remaining payment will be refunded to you within 3 working days.
- For a denied application, you can re-apply after 6 months. No refunds for the Visa Assistance Fee.