

# FAQ

## Application documents

<b>Visa application form to enter Japan</b> .....	3
➤ Passport photo .....	3
➤ “ID No. Issued to you by your government“ .....	3
➤ “Passport type“ .....	3
➤ “Certificate of Eligibility No.“ .....	3
➤ “Issuing authority / Place of issue“ .....	3
➤ Flight data (for long-term stays).....	4
➤ “Names and addresses of hotels or persons with whom applicant intends to stay“ .....	4
➤ “Dates and duration of previous stays in Japan“ .....	4
➤ “Your current residential address“ .....	4
➤ “Current profession / Name and address of employer“ (for students) .....	4
➤ “Guarantor / Inviter“ .....	5
➤ “Signature of applicant“ .....	5
➤ Do I need to hand in two application forms?.....	5
<b>Passport</b> .....	6
➤ Should I send my original passport when applying by post? .....	6
➤ Which passport pages do you need a copy of?.....	6
<b>Residence Permit</b> .....	6
➤ I only have a “Fiktionsbescheinigung“ (temporary Residence Permit). Can I use this? ....	6
➤ Should I hand in my original German Residence Permit? .....	6
➤ I do not have a German Residence Permit. Can I still apply for a visa? .....	6
<b>Financial proof</b> .....	7
➤ What should I hand in as financial proof?.....	7
➤ I cannot provide a financial proof of my own. ....	7
<b>Travel itinerary</b> .....	7
➤ How detailed should the travel itinerary be? .....	7
➤ What should I put as “Contact“?.....	7
➤ Do I have to use the given format or can I hand in a travel itinerary I wrote myself? .....	8
➤ Is it a problem if I do not keep to the plan? .....	8

<b>Flight reservation</b> .....	8
➤ Do I have to book a flight? .....	8
➤ Is it a problem if I do not fly directly from Germany to Japan? .....	8
<b>Hotel reservation (tourist visa)</b> .....	9
➤ Do I need to hand in reservations covering my whole stay? .....	9
➤ The accommodation was booked by another person. Is that okay? .....	9
➤ Can I reserve an Airbnb instead of a hotel? .....	9
<b>Invitation letter</b> .....	9
➤ Do I need the original of the invitation letter from Japan? .....	9
➤ There is no sign on the invitation letter. Is that alright?.....	10
<b>Delegation letter (for business trips)</b> .....	10
➤ Is there a template for the delegation letter? .....	10
➤ Can the template “Letter of Guarantee” be used? .....	10
<b>Certificate of Eligibility (CoE)</b> .....	11
➤ What is a Certificate of Eligibility? .....	11
➤ I only received a scan (or e-mail) of the CoE. Is that okay? .....	11
➤ I have questions about the CoE application form. ....	11
➤ I have questions about the documents needed to apply for a CoE.....	11
<b>Documents for multiple-entry visas (short-term visas)</b> .....	12
➤ Can I apply for a multiple-entry visa? .....	12
➤ For citizens of CHN, IDN, IND, PHL, RUS, UKR, VNM working full-time in Germany.....	12

Caution: These answers are only valid for the Japanese Consulate-General in Munich!  
Other diplomatic representations might have different rules and are not obliged in any way to adapt their requirements.

Further, these are only generic answers. In single cases, the consul in charge might ask for additional documents or information.

You could not find an answer to your question?  
Do not hesitate to contact us at [konsular@mu.mofa.go.jp](mailto:konsular@mu.mofa.go.jp) or via phone at 089-417 604 0!

## Visa application form to enter Japan

### ➤ Passport photo

We need a physical photo. We can use German standard size (35 mm x 45 mm) or 45 x 45 mm. The photo must not be older than six months. We do not necessarily need a biometric photo, but it should be of good quality (not blurred or damaged, printed at least on photo paper), unaltered and have a unicolor background. Please do not cover the photo with tape, and do not staple it to the form, as this will damage the photo.

### ➤ “ID No. Issued to you by your government“

Not every country has a national ID number. You can leave this space blank if you do not have a specific number such as “Personal ID” in your passport (in addition to the passport number itself).

### ➤ “Passport type“

For regular passports, please check “ordinary“ and write your passport number in the space on the right. The other boxes are for persons with diplomat or government official passports or other travel documents.

### ➤ “Certificate of Eligibility No.“

This space only needs to be filled out if you apply for the visa with a Certificate of Eligibility. The number is written on your CoE, and looks like “(TZ) P 22-012345”. If you do not have a CoE, please leave this space blank.

### ➤ “Issuing authority / Place of issue“

The issuing authority and the place of issue of your passport should be indicated in the passport, and are most often the same.

➤ Flight data (for long-term stays)

For long-term stays, a flight reservation is usually not needed to apply for the visa. You should, however, fill in your planned date of arrival – it is no problem if the actual date changes afterwards. You can skip the spaces “Port of entry” and “Name of ship or airline” or fill out tentative information.

➤ “Names and addresses of hotels or persons with whom applicant intends to stay”

As tourist: If you have more than one hotel, please write down the first hotel of your stay. The rest of the hotels should be stated in the travel itinerary.

For business trips: You can put either your first accommodation or the Japanese company you plan to visit.

For long-term stays: If you do not have any accommodation for the first night, you can leave this space free or put a vague description of where you plan to stay, e.g. “dormitory of university”. If you already have an accommodation, you can put either a temporary accommodation for the first night, or your long-term accommodation.

➤ “Dates and duration of previous stays in Japan”

If you have been to Japan many times and the space is insufficient, you can list up only the newest stays, starting with the last one. If you do not know exact dates, you can state vague dates, e.g. month + year.

➤ “Your current residential address”

Please fill in your current contact data in Germany. The address should be complete with street and city name.

➤ “Current profession / Name and address of employer” (for students)

As a student, you should fill out “student” as profession and your home university as employer.

➤ “Guarantor / Inviter”

For tourists staying in hotels: You can leave these spaces blank.

If you have a contact in Japan: Please state your contact in Japan, e.g. for a business visa the company in Japan, for a student visa the Japanese university. If you do not have the data of a specific contact person, do write at least the general contact information. You can then write “same as above” for “Inviter”.

➤ “Signature of applicant”

Please do not forget to sign your application! The signature should be original, not printed. For children, a parent should sign and add “(mother) / (father)”.

➤ Do I need to hand in two application forms?

You should hand in the application form twice (with two passport photos) if you have one of the following citizenships:

- Armenia
- Azerbaijan
- Belarus
- Georgia
- Kazakhstan
- Kyrgyzstan
- Moldova
- Russia
- Tajikistan
- Ukraine
- Uzbekistan

We only need two application forms and two passport photos. We do not need two copies of the rest of your documents.

## Passport

- Should I send my original passport when applying by post?

No, please do not send your original passport, only a copy (in original size, further instructions [here](#)). The original passport has to be brought to the visa collection. Otherwise we cannot hand out the finished visa as it needs to be stuck into the passport.

- Which passport pages do you need a copy of?

- pages containing your personal data
- for multiple entry visas: previous Japanese visas and entry stamps

## Residence Permit

- I only have a “Fiktionsbescheinigung” (temporary Residence Permit). Can I use this?

Yes, as long as the Fiktionsbescheinigung is valid until your return to Germany.

- Should I hand in my original German Residence Permit?

No, we only need a copy of your Residence Permit (front and back).

- I do not have a German Residence Permit. Can I still apply for a visa?

In general, we can only accept applications from persons residing legally in Germany with a German Residence Permit (or at least a category D visa for a mid- to long-term stay), which is valid until their return to Germany. We cannot accept applications from persons who are only staying in Germany temporarily with a Schengen visa even if it allows for multiple entries.

## Financial proof

- What should I hand in as financial proof?

You can hand in either your latest bank account statement (incl. transactions) or your three most recent salary slips. The financial proof should not be older than one month.

For students: A blocked account cannot be used as the only financial proof, as the money cannot be used freely and is meant explicitly for your living costs in Germany. You can hand in a confirmation of the blocked amount as additional financial proof, though.

- I cannot provide a financial proof of my own.

If you cannot hand in your own financial proof, you can also provide someone else's bank account or salary statement, together with a letter of guarantee by them ([https://www.mofa.go.jp/j\\_info/visit/visa/pdfs/application2.pdf](https://www.mofa.go.jp/j_info/visit/visa/pdfs/application2.pdf)) and, if applicable, a proof of your relationship (e.g. marriage certificate).

## Travel itinerary

- How detailed should the travel itinerary be?

Arrival and departure should be stated, as well as every city you want to visit. You should also write what you want to do there, and where you will stay. If you do not have an exact plan for each day, you can summarize and state some activities you plan to do, e.g. "Tokyo sightseeing (Tokyo Skytree, Odaiba, etc.)". An example can be found [here](#).

- What should I put as "Contact"?

If you travel as an individual tourist, you can put either the telephone number of your hotel, or your own mobile phone number if you can use it in Japan.

- Do I have to use the given format or can I hand in a travel itinerary I wrote myself?

You can hand in your own travel itinerary as long as it contains the necessary data (dates, planned activities, contact, accommodation). Please do not hand in itineraries that consist of more than three pages.

- Is it a problem if I do not keep to the plan?

No, the travel itinerary simply represents your planning at the time of visa application. It is no problem if your plans change afterwards, and you do not need to inform us of any changes after the visa was issued.

## Flight reservation

- Do I have to book a flight?

For short-term visas (tourism or business trip): In order to issue a visa, we need to know when you plan to enter Japan. We do not necessarily need a final, paid booking confirmation. You can also hand in a non-binding reservation, or a screenshot showing details of the flights (inbound and outbound) you plan to take.

For long-term visas: Normally, we do not need a flight reservation for the visa application. Please do fill out your approximate arrival date in the application form, however, even if it is not yet fixed.

- Is it a problem if I do not fly directly from Germany to Japan?

No. Even if your visa was issued in Germany, you can use it to enter Japan from any country. However, please let us know when your departure from Germany is planned.

## Hotel reservation (tourist visa)

- Do I need to hand in reservations covering my whole stay?

A reservation for the first few days is sufficient. For the remaining accommodations, you can state them in the travel itinerary, or write “to be booked” if they are not booked yet. However, if you are travelling to Okinawa, or the northeastern prefectures Fukushima, Iwate or Miyagi, please make sure to hand in the respective reservation, too, as it will be needed to determine the visa fee.

- The accommodation was booked by another person. Is that okay?

If your name does not appear on the reservation, please add a short hand-written note on the reservation itself to explain who has made the reservation (e.g. “friend travelling with me”).

- Can I reserve an Airbnb instead of a hotel?

Airbnb reservations are accepted, but all important information such as travel dates should be visible on the reservation.

## Invitation letter

- Do I need the original of the invitation letter from Japan?

No, it is sufficient if you receive the invitation letter as a clear scan or photo, and hand in a printout for the visa application. Please do not write the invitation letter yourself!

- There is no sign on the invitation letter. Is that alright?

Yes, it is no problem if there is no sign on the invitation. However, for private invitations (not business trips), we need at least one of the following documents as proof of the inviter's identity in addition:

- recent Japanese Certificate of Residence (juminhyo)
- inviter with foreign citizenship: copy of the Japanese Residence Card
- Japanese inviter: copy of the Japanese passport

## Delegation letter (for business trips)

- Is there a template for the delegation letter?

No, there is no given format for the delegation letter. It should be a letter by your German employer with the company's letter head, confirming the following:

- your employment
- duration and purpose of the trip
- contact in Japan
- declaration that all costs are covered
- sign, e.g. by your superior or HR department

- Can the template "Letter of Guarantee" be used?

No, the template „Letter of Guarantee“ cannot be used as delegation letter. Please refer to the previous question for further instructions.

## Certificate of Eligibility (CoE)

### ➤ What is a Certificate of Eligibility?

A Certificate of Eligibility (CoE, “zairyû shikaku nintei shômeisho”) is needed for long-term stays (normally more than three months), or activities paid by the Japanese side – in this case for any period of stay.

In general, the CoE can only be applied for by a guarantor in Japan (e.g. university, employer) online or directly at the Japanese Immigration Services Agency. After review and issuance, the CoE will be sent to the applicant, who should then use it to apply for the corresponding visa.

### ➤ I only received a scan (or e-mail) of the CoE. Is that okay?

Yes, since March 2023, a copy of the CoE is sufficient for both visa application and entry to Japan. Furthermore, the CoE can also be issued as an e-mail in completely digital form – if you receive a digital CoE, please hand in a printout thereof for your visa application. The Japanese part of the e-mail is sufficient for us.

If you do receive an original CoE via post, please take it with you to Japan. For the visa application, please hand in a clear copy.

### ➤ I have questions about the CoE application form.

Unfortunately, we cannot answer questions about the CoE application forms, as these are accepted and checked only by the Immigration Services Agency. We do not know how it should be filled out. Please ask your contact in Japan or the ISA directly.

### ➤ I have questions about the documents needed to apply for a CoE.

We do not have any information about necessary documents for CoE applications. Please ask your contact in Japan or the Japanese Immigration Services Agency directly.

## Documents for multiple-entry visas (short-term visas)

### ➤ Can I apply for a multiple-entry visa?

This depends on several factors such as: your citizenship, purpose of entry, your financial status, whether you have been to Japan before.

In general, we do not issue multiple-entry short-term visas to students.

Please write an e-mail to [konsular@mu.mofa.go.jp](mailto:konsular@mu.mofa.go.jp), explaining your situation (citizenship, your work in Germany, previous stays in Japan, etc.) and describing why you want a multiple-entry visa. We can then send you further information.

You can also check the homepage of the Japanese Ministry of Foreign Affairs, which has more information about possible multiple-entry visas depending on the nationality: [https://www.mofa.go.jp/j\\_info/visit/visa/index.html#section2](https://www.mofa.go.jp/j_info/visit/visa/index.html#section2).

### ➤ For citizens of CHN, IDN, IND, PHL, RUS, UKR, VNM working full-time in Germany

If you have a citizenship of China, Indonesia, India, the Philippines, Russia, the Ukraine or Vietnam, and a full-time job in Germany, it should normally be possible to issue a multiple-entry tourist visa. The visa can be issued for 1, 3 or maybe 5 years.

If you want to apply for this visa, please hand in the following in addition to the documents for a regular single-entry tourist visa (<https://www.muenchen.de.emb-japan.go.jp/files/000479209.pdf>):

- your three most recent salary statements OR recent employment certificate with information on your salary
- multiple-entry request (e.g. [https://www.muenchen.de.emb-japan.go.jp/de/konsularisches/download/Request Multiple Entry form.pdf](https://www.muenchen.de.emb-japan.go.jp/de/konsularisches/download/Request%20Multiple%20Entry%20form.pdf))

Please note that the final decision will be made by the consul in charge after checking your documents. We cannot guarantee in advance whether the multi-entry visa will be granted (or, if yes, for how many years), and we cannot state a reason if only a single-entry visa is granted.