

Letter of Reason for Invitation

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

Inviting Person

(When an inviting person and a guarantor are the same, you may skip this section by writing "omitted".)

Address: 〒 -

Full name :(Notre)

(Seal)

Telephone number: () - (Extension)

FAX number: () -

[Fill in the following items when the company/organization is extending the invitation.]

Contact person's division:

Contact person's full name:

Contact person's telephone number: () - (Extension)

Contact person's FAX number: () -

Visa Applicant

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Nationality :

Occupation :

Full name (in Latin alphabet) : (Male/Female) additional applicants

Date of birth: _____ / _____ / _____ (Age:)
(Year) / (Month) / (Day)

The purpose of inviting the above person(s) is as follows:

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

(1) Purpose of invitation

(2) Background to invitation

(Explain the background to this invitation in detail.)

(3) Relationship with visa applicant(s)

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is 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.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.

List of Visa Applicants (Example)

[Visiting Relatives/Acquaintances]

Applicant 1 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Relationship to the inviting person/guarantor :

Applicant 2 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Relationship to the inviting person/guarantor :

Applicant 3 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Relationship to the inviting person/guarantor :

[Short-term business affairs, etc.]

Applicant 1 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)

Applicant 2 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)

Applicant 3 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)

Schedule of Stay (Example)

The schedules of stay in Japan of the visa applicant and xxx (number) others are as follows:

[Short-term business affairs, etc.]

Date	Activity Plan	Contact	Accommodation
xxxx.xx.xx	Arrive in xx from xx aboard Flight xxx	Cell phone (Person on hand to greet the visitors xx) Tel.xx-xxxx-xxxx	The inviting person's home Tel.xx-xxxx-xxxx
xx.xx	Business talks at xx Company	Xx Company (Contact person xx) Tel.xx-xxxx-xxxx	Hotel xx Xx, xx Town, xx City Tel.xx-xxxx-xxxx
xx.xx	Visit xx plant Return to the company by Shinkansen	Cell phone (Attendant xx) Tel.xxx-xxxx-xxxx	Same as above
xx.xx	Preparation for return home after sightseeing at xx all day	Cell phone (Attendant xx) Tel.xx-xxxx-xxxx	Same as above
xx.xx	Return home from xx to xx On Flight xxx		

[Visiting Acquaintances]

Date	Activity Plan	Contact	Accommodation
xxxx.xx.xx	Arrive in xx from xx aboard Flight xxx	The inviting person's home Tel.xx-xxxx-xxxx	The inviting person's home Tel.xx-xxxx-xxxx
xx.xx	Attend a wedding reception at xx Hall	Cell phone (Attendant xx) Tel.xxx-xxxx-xxxx	Same as above
xx.xx	Visit xx at xx Hospital	Xx Prefectural xx Hospital Tel.xxx-xxx-xxxx	Same as above
xx.xx	Return home from xx to xx On Flight xxx		

Letter of Guarantee

(Year) _____ (Month) _____ (Day) _____

To: (Ambassador/Consul-General) of Japan in

Visa Applicant

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, enter the representative's status below, and attach a list of all applicants.)

Nationality:

Occupation:

Full name (in Latin alphabet): _____ (Male/ Female) additional applicants

Date of birth: _____ / _____ / _____ (Age: _____)
(Year) / (Month) / (Day)

I will guarantee the following items regarding the above-mentioned applicant's entry into Japan:

1. Expenses for the applicant's stay in Japan
2. Return travel expenses
3. Compliance with Japanese laws and regulations

I hereby declare that the above is true.

Guarantor

Address: 〒 _____ - _____

Occupation/Name of organization:

Full name: (Note)

Seal

Date of birth: _____ / _____ / _____ (Age: _____)
(Year) / (Month) / (Day)

Telephone number: (_____) - _____ (Extension _____)

FAX number: (_____) - _____

Relationship with the visa applicant(s)

[Enter the following items when the company/organization is extending the invitation.]

Contact person's division:

Contact person's full name:

Contact person's telephone number: (_____) - _____ (Extension _____)

Contact person's FAX number: (_____) - _____

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is 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.
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