

[Requirements Checklist]

Please submit a completed checklist with your visa application.

VALID PASSPORT:

Properly signed by bearer, must have at least one blank VISA page

PROOF OF YOUR U.S. IMMIGRATION STATUS:

Valid U.S. Permanent Resident Card (Green card) **AND** Copy



Original Valid F1 Visa Original 1-20 with valid travel endorsement signature **AND** Copies

Original EAD card **AND** Copy (if applicable)

Original Valid J1 Visa Original DS-2019 with valid travel endorsement signature **AND** Copies

Other U.S. Visa holder Original **AND** Copy of your valid U.S. Visa Original I-797 **AND** copy

COMPLETED VISA APPLICATION FORM:

([Visa application form](#)  ): The applicant must complete the visa application form in black pen or typed. Signature must be original.

On the application form, if there is a field not applicable, please write "N/A" or "None".

*Nationals from Russia, CIS countries (Azerbaijan, Armenia, Belarus, Kazakhstan, Kyrgyz, Tajikistan, Turkmenistan, Ukraine, Uzbekistan), or Georgia are **required to submit two sets of the application form.**

ONE PASSPORT SIZE PHOTOGRAPH:

2X2 inch photograph must be taken within the last six months with plain background

ORIGINAL CERTIFICATE OF ELIGIBILITY (COE) AND COPY:

Please have your proxy in Japan obtain a COE by submitting an application with the nearest Regional Immigration Bureau of the Ministry of Justice to the proxy's place of work/residence in Japan (an application for Certificate of Eligibility cannot be made at the Ministry of Foreign Affairs).

For detailed information, please click here: www.mofa.go.jp/j_info/visit/visa/long/index.html 

PROOF OF CURRENT ADDRESS:

Can be either a WA/MT/ID Driver License or WA/MT/ID ID. If your DL is not your current address, please bring a copy of a utility bill.

VISA FEE:

Please refer to the [Visa fee page](#). Payment method: We accept CASH ONLY. We do not accept credit cards or personal checks.