

Please submit a completed checklist with your visa application

VISITING/MEETING PERSON(S) WHO IS STATIONED IN A U.S. MILITARY BASE

【Definition】 A foreign citizen traveling to Japan for visiting relatives/acquaintances who is stationed in Japan as a U.S. military member (SOFA), not including business or academic purposes. It is not permitted to perform activities to undertake revenue generating business operation or activities to receive remuneration.

【Term of Stay】 Stay up to 90 days

【Validity of Visa】 Single-entry: 3 months from date of issue

REQUIREMENTS:

☐ **VALID PASSPORT:** Properly signed by bearer, must have at least one blank VISA page

☐ **PROOF OF YOUR U.S. IMMIGRATION STATUS:**

☐ Copy of Valid U.S. Permanent Resident Card (Green card)

☐ Copy of Valid U.S. Visa (if necessary, AND copy of I-797)

(If you have a Valid F1 Visa, AND I-20 with valid travel endorsement signature, (if applicable, EAD card))

(If you have a Valid J1 Visa, AND DS-2019 with valid travel endorsement signature)

☐ **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”. [Please reference this sample form when filling out the application.](#)

☐ **ONE PASSPORT SIZE PHOTOGRAPH:**

2X1.4 inch photograph must be taken within the last six months with plain background

☐ **FLIGHT ITINERARY/RESERVATION:**

Must have the visa applicant's name and date along with the flight information (starting with the US **AND** including the flight to/from Japan). You do not need to purchase your airline ticket until the visa is approved, however you need to make a reservation. You may want to consider adding trip protection or insurance should you need to cancel. In order to make a reservation without purchase, please consult with the airline or travel agency.

*** Please Note: We are not responsible for tickets, which are unusable due to delay or denial of visa.**

☐ **INVITATION LETTER AND** ☐ **COPY OF THE PASSPORT OF THE PERSON(S) STATIONED IN JAPAN:**

[\(Invitation Letter-English\)](#) [\(Invitation Letter-Japanese\)](#) The person who resides in Japan must fill this form out in detail. Please make sure they do not omit their seal or signature.

☐ **LETTER FROM COMMANDING OFFICER (Statement of Service):**

Must state the U.S. military member is currently serving in Japan.

☐ **SCHEDULE OF STAY:**

Describe your DETAILED daily activity plan in Japan.

☐ **MOST RECENT BANK STATEMENT:**

Bank statement must be issued by a bank in the U.S. under your name and current address.

☐ **VISA OR CLEARANCE FROM THE COUNTRY YOU INTEND TO ENTER AFTER JAPAN**

(if applicable): If you intend to enter a third country after Japan and a visa is required, you must get that visa first.

☐ **VISA FEE and** ☐ **Visa Fee Payment Form**

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