

## Business

\*It is not permitted to perform activities to undertake revenue generating business operation or activities to receive remuneration.

\*Please do NOT staple/clip/tape/use tabs or sticky notes on documents.

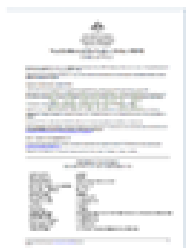
### Requirements

#### 1. Passport



- Original passport and one photo copy of its face page
- Valid until travel to Japan and return to Australia or home country
- At least 2 spread blank visa pages
- Not damaged

#### 2. A valid Australian visa (VEVO)



- Visa status confirmation from the Visa Entitlement Verification Online (VEVO) system **issued up to the day before the submission date.** [Check conditions online \(VEVO\)](#)
- \*" Visa Grant Notice Letter" is NOT acceptable.
- \*Bridging visa A holders need to obtain **Bridging visa B** in prior to apply for a Japanese visa.
- \*If you hold a tourist/visitor visa, we DO NOT accept your application.
- \* If your Australian visa is linked to your previous/old passport, please update and link it to your current passport.

#### 3. Visa application form



- Duly completed and signed by the applicant
- You must answer all the questions. If there is nothing to write for a particular question, please write "None" or "N/A".
- \*Russia, CIS countries and Georgia nationals need to submit 2 visa application forms.

#### 4. Passport standard photo (4.5cm\*3.5cm or 2in\*2in size)



- It has to be taken **within last 6 months**.
- Printed on glossy photo paper.
- **DO NOT use any filter/editor** such as smoothing skin, removing moles, wrinkles or scars, slimming your face shape, etc.
- DO NOT wear glasses or colour lenses.
- Plain white background only.
- No Shadows on image and background.
- Face centred and looking at the camera straight on; not tilted in any direction.
- Have a neutral facial expression with both eyes open and mouth closed.
- No reversed (mirrored) photo.
- Follow the [Photo requirements \(DFAT\)](#)

\*Russia, CIS countries and Georgia nationals need to submit 2 photos.

#### 5. A copy of E-ticket or flight details



- Complete flight itinerary, starting from Australia, and returning to Australia or your home country, including any stops in other countries. (e.g. Melbourne-China-Japan-China-Melbourne)
- Flight itinerary need to include;
  - ✓ Traveller's name
  - ✓ Departure & arrival dates and time

\*If you do not plan to come back to Australia, all the flights to your home country are required.

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

## 6. Travel schedule including your accommodation and activities



\*If you travel with a tour-group, tour confirmation with applicant's name and tour itinerary issued by a tour agent are necessary.

## 7. An original letter from the applicant's company in Australia

- The letter must describe the following in Japanese or English;
  - ✓ Company name, address and phone number
  - ✓ Applicant's name, title, position and length of employment
  - ✓ Detailed purpose of visit, length of stay in Japan
  - ✓ Guaranteeing financial responsibility for expenses incurred during the trip.

## 8. Letter of invitation from the company in Japan

- The letter must describe the following in Japanese or English;
  - ✓ Purpose/Background of invitation  
(Explain the background to this invitation in detail, relationship with visa applicants.)
  - ✓ Activities planned in Japan  
(Describe specific activities, instead of vague references such as "visiting company" or "meeting".)

\*Invitation letter form is available from "Download form" page.