

Conference/School Trip

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

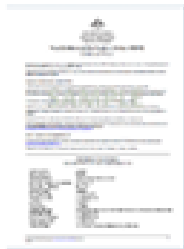
Requirements

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)



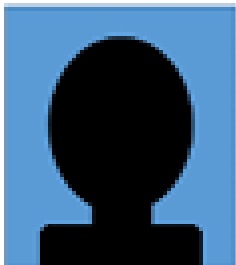
- Visa status confirmation from the Visa Entitlement Verification Online (VEVO) system **issued up to the day before the submission date.** [Check conditions online \(VEVO\)](#)
- *" Visa Grant Notice Letter" is NOT acceptable.
- *Bridging visa A holders need to obtain **Bridging visa B** in prior to 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

The image shows a sample travel schedule form. It has a header section with fields for 'Name', 'Address', 'City', 'Country', and 'Phone'. Below this is a table with columns for 'Date', 'Activity', and 'Accommodation'. The table is mostly empty, with a diagonal watermark that says 'Sample' across it.

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

7. A letter from the home institution (your school)

- ✓ Stating the institution's financial responsibility for the expenses incurred during the trip, or
- ✓ Proof of sufficient funds of visa applicant such as current bank statement/proof of balance issued **within a month recent**, with **your full name, current VIC, SA or TAS address** should be appeared as the account holder.

*The letter must describe purpose of visit and length of stay in Japan.

8. A letter of invitation or a paid registration form