

**A List of Basic Documentation to be Submitted for Applications for Visa for "Temporary Visits"
(Foreign Resident)**

BUSINESS

Short – Term Business Affairs (*see Note 1)

Provided by visa applicant

1	ORIGINAL Passport (more than 3 months validity)
2	1 Passport Copy (the pages of status items)
3	Visa Application Form
4	Photo (H45mmxW45mm, Gray, Blue or White background, taken within 3 months)
5	ORIGINAL Covering Letter from Employer in Qatar or Employee Certificate (Written within 1 month, see *Note2)
6	Hotel Reservation (for the period of stay)
7	1 Copy of Flight booking (entire trip)
8	1 Copy of Qatar ID. Card (copy of both sides, more than 3 months validity)

Provided from Japan

1	ORIGINAL Letter of reason for invitation
2	ORIGINAL Letter of Guarantee
3	Corporate registration or explanation of the company/organization (absolutely necessary for those other than listed companies or public organization) * Listed companies may submit a copy of the quarterly corporate report instead of the registration or explanation of the company/organization * Inviting person who are individuals may submit a business permit or certificate of employment instead of the corporate registration or explanation of the company/organization
4	Schedule of stay in Japan (see *Note 3)

* Note1 : Business liaison, Business talks, Contract signing, After-sales services, advertising, Market research

* Note2 : Including Full name, Nationality, Passport No, Qatar ID No, Applicant's position, Joining date, Monthly or Yearly salary, Purpose of Visiting Japan, Duration of visit, Return guarantee to Qatar, Travel Expense will be borne by who

* Note3 : Daily itinerary from arrival to departure date including places you are going to each day

*** If necessary, we might ask for additional documents apart from the documents mentioned above.**