

A List of Basic Documents (Qatari)

BUSINESS Affairs*	
Multiple Entry Visa for Short-Term Stay (up to 90 days)	
Provided by Applicant	
1	ORIGINAL Passport (more than 3 months validity)
2	Passport Copy (the pages of status items)
3	Visa Application Form
4	Photo (H45mmxW35mm, gray, blue or white background, taken within 3 months)
5	<p>ORIGINAL Letter/Employee Certificate from the Employer in Qatar</p> <p>a) The letter must have been issued <u>within 1 month prior to the application date</u>.</p> <p>b) The letter must have been authorised with: the <u>authoriser's name and title in print</u>, his/her <u>signature</u> and the <u>company seal</u>.</p> <p>*Only authorisers listed on the Computer Card can authorise the letter.</p> <p>c) The letter must contain the following information. Full Name, Nationality, Passport No., Qatar ID No., Applicant's Position, Joining Date Monthly or Yearly Salary, Purpose of Visit, Duration of Visit and the following sentences: 1) to state "all travel expenses will be borne by XXX (employer's name etc.)." 2) to state "Request for a Multiple Entry Visa Issuance"</p>
6	Flight Booking Information (for the entire trip between Qatar and Japan)
7	<p>Request Letter for Multiple Entry Visa</p> <p>Please explain the reasons why you would like to obtain a multiple entry visa in details. (Free Format)</p>
Provided by Guarantor/Invitor in Japan	
8	Letter of Invitation (Original or Copy)
9	Letter of Guarantee (Original or Copy)
10	<p>Schedule of Stay in Japan (Original or Copy)</p> <p>The schedule must show the following information: 1) Daily itinerary details from arrival to departure dates, including places you visit each day. 2) Schedule must include more than 2 trips to Japan.</p>

***Note 1**

Business Liaison, Business Talks, Contract Signing, After-sales Services, Advertising, Market Research

***Kindly note you may be asked for additional information.**

***Please do not staple any documents.**