

A List of Basic Documents for Nationals of India, Indonesia, the Philippines and Vietnam

TOURISM	
Multiple Entry Visa for Staying at Hotel	
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 (H45mm x W35mm, gray, blue or white background, taken within 3 months)
5	Qatar ID Copy (both sides, more than 3 months validity)
6	<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>. *Only authorisers listed on the Computer Card can authorise the letter.</p> <p>c) A copy of the <u>Computer Card</u> (both sides) is required if you work for a smaller-sized company.</p> <p>d) 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 <u>Sentence to confirm that</u> <u>"the applicant will come back to Qatar."</u></p>
7	<p>ORIGINAL Bank Statements for <u>a Full 6 Months</u></p> <p>*This is to confirm your Salary Payments (6 times) and Transactions for the past 6 months.</p> <p>a) The statement must have been issued <u>within 1 week prior to the application date.</u></p> <p>b) The statement must have been authorised with the bank seal and the authoriser's signature.</p>
(7+)	Additional Bank Statements for <u>a Full 6 Months</u> (ORIGINAL or COPY) if you have any other account(s) in Qatar or Home Country
8	Flight Booking Information (for the entire trip between Qatar and Japan)
9	Hotel Reservation (for the whole period of stay)
10	Schedule of Stay in Japan Daily itinerary details from arrival to departure dates, including places you visit each day.
11	Copies of previously issued Visa (for Japan, America, Schengen etc.) if you have any
12	Request Letter for Multiple Entry Visa Please explain the reasons why you would like to obtain a multiple entry visa in details. (Free Format)
<p>Additional Documents if:</p> <p>a) the Applicant is under 18 years old/a dependant.</p> <p>b) the Guarantor pays a part/all of the Travel Expenses.</p>	
13	ORIGINAL Family Entry Request Form
14	Copy of the Guarantor's Passport
15	Official Document that Proves the Relationship with the Guarantor

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

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