

## 2-2 BUSINESS Affairs\* (Foreign Residents)

### Single Entry Visa for Short-Term Stay

#### Provided by Applicant

1	<a href="#">Visa Application Form</a>
2	<b>ORIGINAL</b> Passport (more than 3 months validity)
3	Passport Copy (the pages of status items)
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><b>ORIGINAL</b> Letter/Employee Certificate from the Employer in Qatar</p> <p>a) The letter must have been issued <b>within 1 month</b> prior to the application date.</p> <p>b) The letter must have been authorised with: the authoriser's <b>name and title in print</b>, 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 <b>Computer Card</b> (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/Qatar ID No., Applicant's Position, Joining Date (<b>Date</b>/Month/Year), Monthly or Yearly Salary, Purpose of Visit, Duration of Visit and <u>Sentences to confirm that</u>: 1) the applicant will come back to Qatar. 2) <b>all travel expenses will be borne by XXX</b> (employer's name etc.).</p>
7	<p>Hotel Reservation (for the whole period of stay)</p> <p>*The booking information must include <b>guest name(s)</b> and the number of guests.</p>
8	Flight Booking Information (for the entire trip between Qatar and Japan)

#### Provided by Invitor/Guarantor in Japan

9	<a href="#">Letter of Invitation (Original or Copy)</a>
10	<a href="#">Letter of Guarantee (Original or Copy)</a>
11	<p>Corporate Registration or Description of the Company/Public Organization (Original or Copy)</p> <p>*<u>Mandatory for Unlisted Company/Public Organisation</u></p> <p>a) Listed companies may submit a copy of the Quarterly Corporate Report instead of the documents listed above.</p> <p>b) If the invitor is an individual who does not belong to a company or an organization, he/she may submit his/her business permit or employee certificate instead of the documents listed above.</p>
12	<p><a href="#">Schedule of Stay/Travel Itinerary (Original or Copy)</a></p> <p>*Details for <b>each day</b> from arrival to departure dates, <b>names of specific places</b> must be provided.</p>

#### \*Note 1

This visa is for business liaison, business talks, contract signing, after-sales services, advertising, market research etc., excluding profit-making operations and paid activities.

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

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