

BUSINESS Affairs* (Qatari Nationals)

Multiple Entry Visa for Short-Term Stay (up to 90 days)

Provided by Applicant

1	Visa Application Form
2	ORIGINAL Passport (more than 3 months validity)
3	Passport Copy (the pages of status items)
4	Photo (H45mmxW35mm, gray, blue or white background, taken within 3 months)
5	ORIGINAL Letter/Employee Certificate from the Employer in Qatar a) The letter must have been issued within 1 month prior to the application date. b) The letter must have been authorised with: the authoriser's name and title in print , his/her <u>signature</u> and the <u>company seal</u> . *Only authorisers listed on the Computer Card can authorise the letter. c) A copy of the Computer Card (both sides) is required if you work for a smaller-sized company. d) The letter must contain the following information. Full Name, Nationality, Passport No., Qatar ID No., Applicant's Position, Joining Date (Date /Month/Year), 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"
6	Flight Booking Information (for the entire trip between Qatar and Japan)
7	Request Letter for Multiple Entry Visa Please explain the reasons why you would like to obtain a multiple entry visa in details. (Free Format)

Provided by Guarantor/Invitor in Japan

8	Letter of Invitation (Original or Copy)
9	Letter of Guarantee (Original or Copy)
10	Schedule of Stay/Travel Itinerary (Original or Copy) 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.

*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.**