

Frequently Asked Questions

Visa and Passport Registrations

(As of 15/04/2025)

NEW!

From 1st May 2025, an appointment system will be implemented. (Q8)

**Please continue to monitor our website
as consular procedures may change from time to time.**

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1. General Information about Visa Applications

Q1) Where can I find the List of Requirements?

- Please visit our website: “Japanese Embassy in Qatar” >> [Visa Information](#)
- Please choose the List of Requirements that matches your situation as the requirements vary depending on:
 - the purpose of your visit (tourism, business and work/study etc.)
 - your accommodation (staying at a hotel or staying with your relatives/friends etc.)
 - your nationality: Qatari (**Please see Q20-26**) or Non-Qatari

Q2) When should I start the process?

- You can start the process 3 months prior to your departure date.

Q3) How long does it take to get a visa?

- Visa:
It normally takes 3 or 5 working days **from the date of acceptance** depending on your nationality and circumstances. **However, please start the process well in advance of your anticipated travel date because it may take longer if additional confirmation is required** such as submission of additional documents, an interview and inquiries etc.
- Qatari Passport Registrations for Visa Waiver:
1 or 2 working days. **Please see Q20-26**.
- **There is NO Priority Service.**

Q4) What is the validity of visa?

- The validity of a Single Entry Visa is 3 months from the date of visa issuance.
- The “Date of Issue” and “Date of Expiry” are printed on your visa.
- Once the visa is granted, you must enter Japan before the date of expiry.

Q5) How much is the visa fee?

- Visa fee for a Single Entry Visa is QR73, QR20 or Free of Charge depending on your nationality.
- Please check the details of the fee on the [Visa Fee](#) page.
- **Exact amount of fee** is to be paid in **CASH** at the time of passport collection.

Q6) Can I apply for a visa for my family, friends or work colleagues etc.?

- Yes. A proxy can carry out visa applications, passport collections and passport drop-off on behalf of applicants themselves.
- If a proxy is a family member, please bring marriage/birth certificates.
- If a proxy is not a family member, please bring an authorisation letter.

Q7) Can I apply for a visa online?

- Visa applications must be made in person at the embassy.
- Qatari Passport Registrations for Visa Waiver can be made either in person or online(JAVES). **Please see Q20-26**.

Q8) Do I have to make an appointment to visit the embassy?

- **From 1st May 2025, an appointment system will be implemented.**
- Appointments will be required to visit the embassy for visa applications, Qatari passport registrations etc. Please see the list below.

	Purpose	Appointment
1	Visa Application	Required
2	Qatari Passport Registration for Visa Waiver	Required
3	Visa Transfer	Required
4	Visa Inquiry	Required
5	Passport Collection	Not Required
6	Passport Drop-off	Not Required

- Appointments can only be made through the online system.
- Further information will be announced shortly.
- For passport collection or passport drop-off, no appointment is required to visit the embassy. You can visit us during our office hours below.

Sunday to Thursday (excluding Embassy Holidays)

Passport Collection 10:00 – 15:00

Passport Drop-off 7:30 – 15:00

Q9) How many days can I stay in Japan?

- The number of days you can stay in Japan is printed as “Duration of Stay” on your visa. For example, if the duration of stay is stipulated as 15 days on your visa, you can stay in Japan up to 15 days.

Short-Term Stay Visas allow you to stay **up to 90 days** for tourism, business, visiting friends or relatives etc. You cannot be engaged in remunerative activities. (You cannot earn money.)

Long-Term Stay Visas allow you to stay in Japan **over 90 days and/or may allow you to perform remunerative work** etc. depending on the status on your Certificate of Eligibility. **Please see Q18&19.**

Q10) I want to make applications for my dependents (spouse and children).

What are the requirements for them?

- Each applicant must have his/her own Application Form.
- A parent is eligible to sign for minor applicants.
- Although a set of necessary documents must be submitted for each applicant, there is **no need to make photocopies of common documents** for each applicant. (One set of common documents is sufficient.)

*Common documents may include: Letter of Employment, Bank Documents, Flight/Hotel Booking Information and Travel Itinerary.

- Marriage/Birth Certificate must be submitted.
- The Family Entry Request Form that matches your situation must be submitted.
[Family Entry Request Form 1 \(Dependent Travelling with Guarantor\)](#)
[Family Entry Request Form 2 \(Dependent Travelling without Guarantor\)](#)
- For school trip, **please see Q14.**

Q11) I live in Qatar but my family lives in my home country (e.g. the Philippines). We want to make a family trip to Japan. Can I apply for my family who don't live in Qatar?

- No. We only accept applications made by residents who reside in Qatar (QID holders). Visa Applications must be made only at the place of your residence or in your home country.

Q12) I may not have enough funds. Can I ask my travelling companion to be my guarantor?

- No. As a general rule, only your family member with considerable financial capacity who resides in Qatar is eligible to become your Guarantor.

Q13) I cannot leave my passport at the embassy. What can I do?

- We normally need to keep your passport for 3 or 5 working days. However, if you cannot leave your passport with us, we can return your passport **provided that you leave your passport with us for 1 working night another time.**
- Please come back to drop off your passport during our working hours from 7:30 to 15:00 so that you can collect it on the next working day between 10:00 and 15:00.
- The collection date must be on or after 3 or 5 working days from the date of application acceptance.

Example (Processing Time: 5 working days)

Accepted Date: 2nd September 2024

Initial Collection Date: 9th September 2024

*Earliest date you can collect your passport is 9th if you drop off your passport by 8th. You cannot collect your passport any earlier than 9th.

Q14) What is the requirements for a school trip?

- Please ask your school to contact us first as there are documents the school need to prepare and provide you with for your application.

Q15) My application has already been accepted. Can I add more documents to my application?

- No. You cannot add any documents once your application is accepted. The decision on your application will be made based on the submitted documents.

Q16) Can I apply for a Multiple Entry Visa?

- Nationals of the following 6 countries with e-Passport who are applicable to one of the categories listed on our website are eligible to apply for a Multiple Entry Visa.

Qatar, India, Indonesia, Vietnam, the Philippines and Saudi Arabia

- Please check the details on our website: [Multiple Entry Visa](#).
- Qatari nationals: **Please see Q20-26.**
- Visa Fee for a Multiple Entry Visa is QR146, QR20 or Free of Charge depending on the nationality. Please check the details on the [Visa Fee](#) page.

Q17) I want to transfer my valid visa to my new passport. What should I do?

- The processing time is 1 working day and there is no charge.
- The requirements are: 1) Application Form for Visa Transfer
2) Old Passport
3) New Passport

Q18) I want to work/study in Japan. What is the procedure?

- If your stay in Japan is **longer than 90 days**, you need to apply for a [Long-Term Stay Visa](#). Please check the requirements on our [Visa Information](#) page under:
(3) WORK and (4) STUDY. **Please see Q9.**
- If your stay in Japan is **up to 90 days**, you need to apply for a Short-Term Stay Visa. Please check (5) STUDY Short-Term Stay if your course is up to 90 days.
- For a Long-Term Stay visa, [Certificate of Eligibility](#) is required. **Please see Q19.**
- Once you receive the Certificate of Eligibility from your employer/school in Japan, please visit us to apply for a Long-Term Stay Visa with all the necessary documents.
- We have no information on jobs in Japan nor do we issue visas for the purpose of job hunting.

Q19) How can I get a Certificate of Eligibility?

It is your employer/school in Japan who will obtain the Certificate of Eligibility (COE) through a local Immigration Office in Japan.

- **A COE is issued as:**
 - an e-mail. ([sample of e-mail COE](#))
 - a paper certificate. (A5 size)
- Once the certificate is issued, your employer/school should forward it to you by:
 - email (for the digitally issued COE).
 - post (for the paper COE).
- For your visa application, you can submit any of the following:
 - a printout of the digitally issued e-mail COE.
 - an original paper COE.
 - a photocopy of a paper COE.
- For details of the Certificate of Eligibility, please contact your employer/school or the [Immigration Services Agency](#).

2. For Qatari Nationals

Q20) What is the procedure for Qatari Nationals?

- Please check the list below.

- If the duration of your stay in Japan is up to 30 days.
>> Please apply for a Passport Registration for Visa Waiver.
- If the duration of your stay in Japan is more than 30 days.
>> Please apply for a Single Entry Visa.
- If the purpose of your stay in Japan is work or study.
>> Please apply for a Long-Term Stay Visa. **Please see Q9,18&19**
- If you hold a Special Passport or a Diplomatic Passport.
>> No Passport Registration or Visa are required.

Q21) What is Visa Waiver Passport Registration?

- It is the arrangement which allow Qatari nationals to enter and stay in Japan up to 30 days for the purpose of tourism etc. simply by registering their e-Passports.
- The registration is valid for 3 years or until your passport expires.
- During this period, you can travel to Japan multiple times as long as each stay does not exceed 30 days.
- There is no need to register your passport every time you go to Japan.
- For more information on Visa Waiver Passport Registration, please check our [website](#).

Q22) How can I register my passport for Visa Waiver Registration?

- You can register your passport either in person at the embassy or online (JAVES).
 - For Applications at the Embassy (made in person), please see the details from [here](#).
 - For Online Applications (JAVES), please see the details from the links below.
General Information: [English](#) / [Arabic](#)
Processing Time: [Processing Time for Online Applications \(JAVES\)](#)
Inquiries: Visa Information Hotline: 00800-100-929 (English, 24/7)

Q23) How do I know my passport has been registered and what should I do at the airport?

Registration made in person at the Embassy

- There will be a **sticker and a stamp** with the registered date on your passport.
- At the check-in counter, please show the page with the sticker and the stamp.

Registration made Online (JAVES)

- You will receive a “**Visa Exemption Registration Notice**” email from JAVES system.
- At the check-in counter, please **show the notification email on your active device**.
- **Screenshots and printouts are not accepted.** (The time displayed on the screen should count down. This confirms that the Visa Exemption Registration Notice displayed is authentic.)

If a third party (proxy) has applied on your behalf, please follow the instructions below.

- 1) Obtain the QR code from your proxy. (This could be the PDF data or paper copy.)
- 2) Scan the QR code with your device.
- 3) Enter your passport number and date of birth.
- 4) Display your “Visa Exemption Registration Notice” on your device at the check-in counter.

Q24) What should I do if I'm staying in Japan for longer than 30 days?

- If you want to stay in Japan for more than 30 days for tourism etc., please apply for a Single Entry Visa.

Q25) What should I do if I'm staying in Japan for the purpose of work or study?

- If you are staying in Japan for longer than 90 days and/or for the purpose of Work/Study, you must apply for a Long-Term Stay Visa. **Please see Q9, 18&19.**

Q26) I have a Special/Diplomatic passport. Do I have to apply for a visa?

- No Passport Registration or Visa are required.
- Special/Diplomatic Passport Holders are eligible to enter Japan and stay there up to 90 days without obtaining a visa or registering their passport.
- Please see the details from [here](#).

3. General Information about Requirements

ALL the documents stipulated in the List of Requirements must be submitted. We cannot process visa applications with an incomplete set of documents.

Q27) Where can I find forms such as Application Forms?

- Forms are available on our [website](#).

Attention!

2 Application Forms and 2 Photos are required if you are a national of Russia, Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Ukraine, Uzbekistan and Georgia.

- All forms can be handwritten or typed except the signature.
- **A wet signature is required. (A digital signature is not acceptable).**
- A parent is eligible to sign for minor applicants.
- Please sign your forms before the submission of documents.
- Please paste your photo with glue before the submission of documents.
- **Please do not use staples. All staples must be removed before the submission.**

Q28) How long is the validity of the documents?

- The validity of all the documents related to funds such as **Bank Statements** and **Transaction Records** etc. is **1 week**.
 - >> The documents must be submitted **within 1 week** once they have been issued.
- The validity of **Letters of Employment** is **1 month**.
 - >> The document must be submitted **within 1 month** once it has been issued.

Q29) Why was I asked to provide additional documents?

- Each applicant has different conditions and circumstances. Therefore, sometimes we become aware that additional information will be required only after your application has been accepted. If you do not submit the additional documents we ask for, the review of documents cannot be processed any further and you will not be able to get the visa.

3-1 Letter of Employment

Before visiting us, please check the contents of the letter using the check list below.

		✓
1	The letter is ORIGINAL .	
2	The letter includes all the required information .	
3	Names on the letter are the same as the names shown on the passport.	
4	The “ Joining Date ” includes “ Day/Month/Year ”, not just “Month/Year”.	
5	The letter is authorised by the relevant authoriser listed on the Computer Card.	
6	Authoriser’s name and his/her job title are printed. *Please see Q30.	
7	The Letter has a wet signatures and the wet company seal . *Digital signature is NOT accepted. *Only employees of major government institutions may submit digitally issued letters.	
8	The photocopy of Computer Card is attached if you work for a smaller-sized company.	

Q30) Who can sign the certificate?

- Only an authoriser who is listed on the computer card can sign the letter. Moreover, please ensure that the letter has his/her 1) wet signature, 2) full name in print and 3) job title in print.



Q31) I am the authoriser. Can I issue the Letter of Employment for myself?

- No. You cannot issue a letter for yourself. Please ask another authoriser to issue the letter. If there is no other authoriser, a shareholder or a subordinate may be able to sign the letter. In this case, please submit their QID and/or passport copy.

Q32) I am a dependent (housewife/student) and travelling without my sponsor. What letter should I submit?

- Please submit the letter of your sponsor.
- The same rule applies for the bank documents. Please submit the bank documents of your sponsor.

Q33) I am a domestic worker (e.g. maid, driver etc.) working for a Qatari family. I will be travelling with the family to Japan. What kind of letter should I prepare?

- The sponsor must issue a letter for the domestic worker.
- The letter must include the following information.
Full Name, Nationality, Passport No., Position, Joining Date (**Day/Month/Year**), Purpose of Visit, Duration of Visit, Monthly Salary and **the following sentences**:
1) “**The applicant will come back to Qatar.**”
2) “**The travel expenses will be borne by me.**”
- The letter must have a wet signature of the sponsor.
- Please contact us for the list of requirements.

3-2 Bank Documents

Before visiting us, please check the contents of the bank documents using the check list below.

Salary Information		✓
1	The statement is ORIGINAL .	
2	The statement is authorised by the bank . *Digitally authorised documents are acceptable.	
3	The documents include 6 times salary payments .	
4	The documents cover the period of full 6 months .	
5	The documents have been issued within 1 week .	
Savings Information		
The documents of account into which you keep savings have been prepared when your savings are not kept in account above.		
6	The documents cover the period of full 6 months .	
7	The documents have been issued within 1 week .	

Q34) What kind of documents should I submit to show my financial situation?

- Please submit:
 - 1) **Latest 6 months** of Bank Statements of the account into which you receive your salary.
 - This must be **AUTHORISED** and **ORIGINAL**.
 - **Before bringing the statements (1), please check yourself that the statements include 6 times salary payments.**
 - When the savings are not kept in this account, please submit 2) as well as 1).
 - 2) **Latest 6 months** of Bank Statements or Transaction Records of additional account(s) in Qatar or your home country to show that you have funds for your trip etc.
 - This additional bank information does not need to be authorised.
 - The copy and printouts of transaction screenshots from a Bank App etc. are also acceptable.
- **The validity of all bank information is 1 week.**
- **The Balance Certificate or Salary Certificate is not acceptable** as it does not show transactions.

Q35) Why do I have to submit bank information?

- It is to examine your financial situation; to confirm salary payments (6 times at least) and to see how financially stable you have been etc.
- **The validity of all bank information is 1 week.**

Q36) How much should I have in my account?

- We do not set any specific amount as circumstances vary depending on applicants and so many issues such as salary and how stable the account has been maintained are reviewed and taken into consideration for the decision.

Q37) Can I submit e-Statements for my main account?

- **We only acknowledge AUTHORISED e-Statements as valid documents** for your main account into which you receive your salary. Even if it's issued from a Bank App, unauthorised documents cannot be accepted.

Q38) I have some savings in my home country. Can I submit the documents?

- Yes, you can. Please submit the latest 6 months of Bank Statements and/or Transaction Records. Even the printouts of transaction screenshots from a Bank App are acceptable when the official documents are not available. Bank information from your home country does not have to be authorised but **1 week of the validity period remains the same.** Please see Q34.

Q39) The bank in my home country only issues statements to cover the period of 3 months. What should I do?

- Screenshots of transaction records from your Bank App are acceptable to fill the missing period. Please submit your bank statements plus screenshots to provide us with a full 6 months of information.

Example:

You can submit documents below to cover the period of 6 months:

- bank Statements for the period of 3 month (1st January - 31st March)
- screenshots for the period of 3 month (1st April - 30th June)

- **1 week of the validity period remains the same.**
- Please ensure that screenshots contain the following information:
 - Account Holder's Name
 - Account Number
 - Transaction Records
 - Latest Balance

3-3 Accommodation/Hotel Booking Information

Q40) Do I have to make payments to the hotel?

- There is no need to make the payment. However, please submit the documents which allow us to confirm the following information:
 - Hotel Name
 - Check-in / Check-out Dates
 - **GUEST NAME(s)**
 - **Number of Guest**
- Same rule applies for Airbnb.

Q41) I am staying at my relative's/friend's house. What documents should I submit?

- You can check the Lists of Requirements from the links below.
***The requirements for this application include many documents which must be provided by your inviter in Japan. Please make sure to check the list on our website carefully and prepare all the necessary documents.**
 - 1-3) Foreign Residents for Tourism (Staying with Relatives within the Third Degree of Kinship)
 - 1-4) Foreign Residents for Tourism (Staying with Friends)
- If you are visiting or seeing relatives/friends but staying in hotels, please prepare the requirements as per 1-2) Foreign Residents for Tourism (Staying in Hotels).

Q42) What should I do if I want to travel by Night Bus?

- Booking Information of the night bus is required.
- Please submit documents which include following information.
 - Travelling Time and Date,
 - Name of Passenger
 - Place of Departure
 - Place of Arrival

Q43) I am staying at Airbnb, what documents should I submit?

- Booking Information issued by airbnb with an accommodation name, guest name(s), number of guests and check-in/out dates are required. **Please see Q40.**

3-4 Flight Booking Information

Q34) Do I have to purchase and submit the flight ticket?

- There is no need to purchase tickets. However, you need to provide us documents with your Flight Booking Information which allows us to confirm passenger names and flight details.

Q35) I'm flying to Japan via another country/countries. What information should I submit?

- Please submit all the information for your **whole trip between Qatar and Japan** regardless of how many stops you make between Qatar and Japan.

Example:
 If you are travelling between Qatar and Japan via Dubai and Manila, **you must provide booking information of all 6 flights** below.
 Qatar to Japan: 1) Doha to Dubai 2) Dubai to Manila 3) Manila to Tokyo
 Japan to Qatar: 4) Tokyo to Manila 5) Manila to Dubai 6) Dubai to Doha

3-5 Travel Itinerary

Q36) I haven't decided my schedule yet. Do I have to submit the document?

- Yes. [Travel Itinerary/Schedule of Stay](#) is a mandatory document for the application.

Q37) How can I fill out the Travel Itinerary form?

- Details for each day from the arrival date to departure date including names of specific places you are planning to visit must be provided.
- Plans with no details such as "Sightseeing in Kyoto", "Tour in Osaka", "Shopping in Tokyo" are not accepted. Please check the sample below for your reference.
- You don't have to use our format if you have your own.

Date	Activity Plan	Contact	Accommodation
2 Aug 25	Exploring Asakusa, visiting Senso-ji Shopping in Ginza and Harajuku	0081-xxx-xxx	ABC Hotel Tokyo 1-2 xxx, xxx...
3 Aug 25	Travel to Kyoto by Shinkansen, visit Kinkaku-ji and Ryuan-ji temples	0081-xxx-xxx	ABC Hotel Kyoto 3-4 xxx, xxx...
4-8 Aug 25	Sightseeing in Osaka	0081-xxx-xxx	ABC Hotel Osaka 5-6 xxx, xxx...

Each day must be listed **separately**.

This information is too general.
 Specific names of places and activities must be provided.

4. Passport Collection, Visa Issuance and Rejection

Q38) I cannot come to the embassy on the collection date written on my Collection Receipt.

- You don't have to come on the exact date written on your Passport Collection Receipt. You or your proxy can come for passport collection anytime after the collection date.
- No appointment is required for Passport Collection.
- Please bring the Passport Collection Receipt.
Collection Hours 10:00 – 15:00
- When your passport is collected by a non-family member, your proxy must bring an authorisation letter.

Q39) My application was accepted at the visa counter. Does this mean I can get a visa?

- No. Please be aware that the acceptance of application at the visa counter does NOT guarantee that your visa will be granted. Once your application is accepted at the visa counter, then your documents will be reviewed by a relevant authority who makes the final decision.

Q41) When and how do I know my result?

- You will only come to know the result at the time of passport collection at the visa counter. We will not inform you the result by phone or e-mail or disclose the result during the process.

Q41) Why was my visa application rejected?

- Your application will be rejected if your application did not [meet the criteria of visa issuance](#). **We do not disclose the reasons for the rejection nor can we communicate on this matter.**

Q42) What happens if my application is rejected?

- You will not be able to apply for a visa to Japan for the next 6 months.

Q43) Does my visa guarantee my entry to Japan?

- No. A visa is only one of the requirements for the applicant to land in Japan and it does not guarantee entry into Japan. (There is a warning on the visa application form and your signature on the application form means you have accepted this fact.) Even if you have a valid visa, sometimes you will not be given permission to enter Japan. For example, in cases where you cannot properly explain to the immigration officer the activities you plan to engage in after entering Japan.