

# How to Book an Appointment

## (1) Before Booking an Appointment

You must read and agree to the “Terms and Conditions”, “Privacy Policy” and “Important Notes before Visiting the Embassy”.

## (2) Book an Appointment

🏠 在カタール日本国大使館 / The Embassy of Japan in Qatar

予約する / Book an Appointment

Click here.

## (3) Select the Type of Application

### Consular Services (Visa)

Consular Services (Visa)

Select a Type of Application (Click below to see all visa options.)

1. Visa Application (Individual) ↗

Click here to display all 5 options. (A window will pop up. See the image below.)

< 2025年 04月 >

○ 受付中 / Available    ✕ 受付終了 / Not Available



日	月	火	水	木	金	土
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 ○	22 ○	23 ○	24 ○	25	26
27 ○	28 ○	29 ○	30 ○	1	2	3

#### (4) ① Select a Type of Application and ② Check **詳細**

**\*Pop-up Window with 5 Options**

Select a Type of Application (Click below to see all visa options.)

- 1. Visa Application (Individual) **詳細** 
- 2. Visa Application (Family) 詳細 
- 3. Qatari Passport Registration for Visa Waiver 詳細 
- 4. Visa Transfer
- 5. Visa Inquiry

① Select a Type of Application.

② Click **詳細** and read details about your visa application. (Another window will pop up. See the image below.)

#### **\*Pop-up Window with Notes**

##### 1. Visa Application (Individual)

- **Only one application is accepted for each slot.**  
For example, if two or more people apply, each applicant must make a separate appointment.

For a family application (up to 4 people), please select "**2. Visa Application (Family)**".

An application can be submitted by a proxy.

If the proxy is a family member, a marriage/birth certificate is required.

If the proxy is not a family member, an authorisation letter is required.

Please check more information including FAQ on our website.

- [https://www.qa.emb-japan.go.jp/itpr\\_en/consular.html](https://www.qa.emb-japan.go.jp/itpr_en/consular.html)

**\*This is the pop-up window of "1. Visa Application (Individual)".**

**Read the details carefully. Then close both windows and proceed to the next stage.**

## (5) Select the Desired Date and Time

Consular Services (Visa)

Consular Services (Visa)

Select a Type of Application (Click below to see all visa options)

1. Visa Application (Individual)

**April, 2025**

< 2025年 04月 >

受付中 / Available    受付終了 / Not Available

日	月	火	水	木	金	土
30	31	1	2	3	4	5
6	7	8	9			
13	14	15	16			
20	21	22	23	24	25	26
27	28	29	30	1	2	3

**Days of the Week**

日 **Sunday**

月 **Monday**

火 **Tuesday**

水 **Wednesday**

木 **Thursday**

金 **Friday**

土 **Saturday**

Click the date you wish to visit the Embassy.

<< < 2025年 04月 29日 (火) > >>

受付中 / Available    残りわずか / Few Remaining    受付終了 / Not Available

	04/29 (火)
07:30	<input type="radio"/>
07:45	<input type="radio"/>
08:00	<input type="radio"/>
08:15	<input type="radio"/>

Click the time you wish to visit the Embassy.

Day  
日表示

Week  
週表示

Month  
1ヶ月表示

## (6) Read the “Confirmation of Notes” and Tick the Box

### 注意事項の確認／Confirmation of Notes

#### 必須 注意事項の確認／Confirmation of Important Notes

I have read and confirmed the Important Notes.

#### 1) Information about Proxy

«Non-Family Member»

An authorisation letter must be submitted when the application is made by a non-family member.

«Family Member»

Official Documents (Marriage/Birth Certificates) must be submitted when the application is made by a family member.

#### 2) Information about Appointment Slot

«Visa Application (Individual)»

Only one application is accepted for each slot.

If two or more people apply, each applicant must make a separate application.

«Visa Application (Family)»

A family application (up to 4 people) is accepted for one appointment slot.

If you have 2-4 applications, you must book one slot. (15 mins)

If you have 5-8 applications, you must book two slots. (30 mins)

Read the “Confirmation of Notes” carefully, tick the box and then click “Next”.

戻る／Back

次へ／Next

## (7) Fill in Applicant's Information

### 申請者情報 / Applicant's Information

**必須** 申請者名 / Name of Applicant

Family name  First name

**必須** 電話番号 / Phone number

-  -

**必須** メールアドレス / Email address

**必須** メールアドレス (確認) / Email address (re-enter)

**All fields must be completed.**  
Once completed, click "Next".

戻る / Back

次へ / Next

## (8) Check the Details of your Appointment

### 予約内容確認

予約内容 / Your Appointment

利用日時 / Date and Time  
2025/04/29(火) 07:45 ~ 08:00

予約枠 / Category  
Consular Services (Visa)

予約内容 / Type of Appointment  
1. Visa Application (Individual)

注意事項の確認 / Confirmation of Notes

注意事項の確認 / Confirmation of Important Notes  
I have read and confirmed the Important Notes.

申請者情報 / Applicant's Information

申請者名 / Name of Applicant  
Gaimu Taro

電話番号 / Phone number  
974-0000-0000

メールアドレス / Email address  
eojqatar@dh.mofa.go.jp

戻る / Back

登録する (予約確認) / Book

Date is shown as Year/Month/Day.

Check the details of your appointment and click "Book".  
**Attention!**  
Your booking is NOT complete until you click "Book".

予約完了 / Booking Completed

予約ID / Your Appointment ID

1

You will receive a confirmation email.  
**Please print out the email and bring it to the Embassy.**  
予約完了確認メールを印刷し ご持参ください。

Confirmation Screen  
Your booking has been completed.

続けて予約 / Book Another Appointment

ホームへ / Home

## (9) Print out the Confirmation Email

\*This is a sample image of the Confirmation Email.

Your booking is completed. / 予約が完了しま



在カタール日本国大使館 / The Embassy of Japan in Qatar <auto-reply@rsvsys.jp>  
To: EOJQATAR

This automated email is sent by the online booking system.  
You cannot reply to this email.

★★ Please print out this email and bring it to the Embassy. ★★

Before visiting the Embassy, please check the following information on our website.★リンク貼る

- 1) Important Notes for Visiting the Embassy: ★リンク貼る
- 2) Terms and Conditions: ★リンク貼る
- 3) Privacy Policy: ★リンク貼る

予約内容

【予約 ID / Your Appointment ID】

1

【予約情報】

- 利用日時 / Date and Time

2025/04/29(火)

- 予約時間 / Appointment Time

07:45

- 予約内容 / Type of Appointment

1. Visa Application (Individual)

【注意事項の確認 / Confirmation of Important Notes】

I have read and confirmed the Important Notes.

予約者情報

【申請者名 / Name of Applicant】

Gaimu Taro

【電話番号 / Phone number】

974-0000-0000

【メールアドレス / Email address】

[eojqatar@dh.mofa.go.jp](mailto:eojqatar@dh.mofa.go.jp)

その他情報

【申請者情報予約確認ページ】

<https://eojqbooking.rsvsys.jp/guest/login>

※ 予約番号「1」とメールアドレスが必要になります。

Please click the link above if you need to change or cancel your appointment.  
(Your Appointment ID Number and email address will be required.)

Consular Section

The Embassy of Japan in Qatar

**Attention!**

**You will not be allowed to enter the Embassy without the printout of this email.**

**If you need to change or cancel your appointment, click this link. To see how to change or cancel your appointment, see below.**

# How to Change or Cancel an Appointment

## (10) Access to your Booking Details

<https://eojqbooking.rsvsys.jp/guest/login>

※予約番号1桁とメールアドレスが必要になります。

Please click the link above if you need to change or cancel your appointment.  
(Your Appointment ID Number and email address will be required.)

Click the link to gain access to your booking details.

### 予約確認

予約ID/Your Appointment ID

1

メールアドレス/ Email address

eojqatar@dh.mofa.go.jp

Enter your **Appointment ID Number and email address**. Then click "Send a Verification Code". This will generate an email with verification code. You can use this code to gain access to you booking details.

メールを送信する / Send a Verification Code

### 確認ページ

確認コード/Verification Code入力

予約ID/Your Appointment ID

1

確認コード/Verification Code

21983218

Enter the **Verification Code** and click "Verify".

1

認証する / Verify

## (11) Check the Details of your Current Appointment

### 予約ID / Your Appointment ID : 1

#### 予約内容 / Your Appointment

利用日時 / Date and Time

2025/04/29(火) 07:45 ~ 08:00

予約枠 / Category

Consular Services (Visa)

予約内容 / Type of Appointment

1. Visa Application (Individual)

Check the details of your current appointment then click:

“(A) Cancel” or

“(B) Change my Book Details”.

#### 注意事項の確認 / Confirmation of Notes

注意事項の確認 / Confirmation of Important Notes

I have read and confirmed the Important Notes.

#### 予約状態 / Your Appointment Details

予約ステータス / Your Appointment Status

確定

(A) キャンセルする / Cancel

(B) 予約内容を変更する / Change my Booking Details



After clicking “(A) Cancel”, the details of your current booking will be displayed again. Scroll down and click “Next”. (A window will pop up. See the image below.)

To change your appointment, click “(B) Change my Booking Details” and go to (12).





## 予約キャンセル

予約がキャンセルされました。

予約ID/Your Appointment ID

**1**

詳細に戻る

Confirmation Screen  
Your appointment has been cancelled.

## (12) Changing the Appointment

変更の手続き中

× 戻る / Back

### Consular Services (Visa)

Consular Services (Visa) ↗

### Select a Type of Application (Click below to see all visa options.)

1. Visa Application (Individual) ↗

< 2025年 04月 >

受付中 / Available     受付終了 / Not Available

Day    Week    Month  
日表示    週表示    1ヶ月表示

日	月	火	水	木	金	土
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 <input type="radio"/>	22 <input type="radio"/>	23 <input type="radio"/>	24 <input type="radio"/>	25	26
27 <input type="radio"/>	28 <input type="radio"/>	29 <input type="radio"/>	30 <input type="radio"/>	1	2	3

Follow the procedures below.

- 3) Select a Type of Application
- 4) Check the Details (詳細) of your Application
- 5) Select Date and Time
- 6) Read Confirmation of Notes
- 7) Fill in Applicant's Information

Then click "Next" to check the updated information.



## 予約内容確認

### 予約内容 / Your Appointment

利用日時 / Date and Time

2025/04/27(日) 09:00 ~ 09:15

予約枠 / Category

Consular Services (Visa)

予約内容 / Type of Appointment

1. Visa Application (Individual)

### 注意事項の確認 / Confirmation of Notes

注意事項の確認 / Confirmation of Important Notes

I have read and confirmed the Important Notes.

### 申請者情報 / Applicant's Information

申請者名 / Name of Applicant

Gaimu Taro

電話番号 / Phone number

974-0000-0000

メールアドレス / Email address

ejqatar@dh.mofa.go.jp

Check the updated information and click "Change my Booking Details". (A window will pop up. See the image below.)

戻る / Back

予約を編集する / Change my Booking Details



Name of Applicant

ro

ph

00

ン

th

## 入力内容の確認

入力内容にお間違いはないですか？  
問題がなければ「はい」ボタンを押してください。

戻る / Back

はい / Proceed with Change

This window will pop up.  
Click "Proceed with Change".



## 予約変更

Confirmation Screen  
Your appointment has been changed.

予約ID / Your Appointment ID

**1**

詳細に戻る