

Please check [FAQ](#) for more details. Please do not staple any documents.

Kindly note you may be asked for additional information.

1-2 TOURISM (Foreign Residents: Staying at Hotel)

Page 1 of 2

#	✓	Details: Please check the box for each requirement as you prepare your application.												
1		Appointment Email: Printed												
2		This Requirements/Check List: Printed. Each requirement must be ticked.												
3		Visa Application Form: Photo (#6) must be physically glued.												
4		Passport: More than 3 months of validity is required.												
5		Passport Copy: Colour copy of the personal details page.												
6		Photo: H45mm x W35mm, light-coloured background, taken within the last 3 months, glued to Form (#3)												
7		Qatar ID Copy: Colour copy of both sides. More than 3 months of validity is required.												
8		<u>ORIGINAL Employment Certificate</u> a) The certificate must be an original hard copy. b) The validity of the letter is 1 month. c) A copy of the Establishment/Computer Card (both sides) is required if you are employed by a small-to-medium enterprise (SME). d) The letter must contain the following applicant information: <table border="0"><tr><td>☐ Full Name</td><td>☐ Nationality</td><td>☐ Passport or Qatar ID Number</td></tr><tr><td>☐ Position/Job Title</td><td>☐ Monthly Salary</td><td>☐ Joining Date (DAY/Month/Year)</td></tr></table> The letter may also include (mandatory depending on circumstances): <table border="0"><tr><td>☐ Purpose of Visit</td><td>☐ Duration of Visit</td></tr></table> ☐ Sentence to confirm: "the applicant will come back to Qatar." e) The letter must be authorised with: <table border="0"><tr><td>☐ Authoriser's Name and Job Title (Printed)</td><td>☐ Company Wet Seal</td></tr><tr><td>☐ Authoriser's Wet Signature</td><td></td></tr></table> *The letter must be signed only by an authorised signatory listed on the Est.Card.	☐ Full Name	☐ Nationality	☐ Passport or Qatar ID Number	☐ Position/Job Title	☐ Monthly Salary	☐ Joining Date (DAY /Month/Year)	☐ Purpose of Visit	☐ Duration of Visit	☐ Authoriser's Name and Job Title (Printed)	☐ Company Wet Seal	☐ Authoriser's Wet Signature	
☐ Full Name	☐ Nationality	☐ Passport or Qatar ID Number												
☐ Position/Job Title	☐ Monthly Salary	☐ Joining Date (DAY /Month/Year)												
☐ Purpose of Visit	☐ Duration of Visit													
☐ Authoriser's Name and Job Title (Printed)	☐ Company Wet Seal													
☐ Authoriser's Wet Signature														
9		<u>AUTHORISED Salary Account Bank Statements for the Last 6 Months</u> a) Statements must reflect 6 monthly salary deposits. b) Statements must be original. c) Statements must be authorised either manually or digitally. d) The validity of the statements is 1 week.												
10		<u>Other Bank Information</u> (Required if savings are not held in Account #9. Please see FAQ.) a) Statements or transaction records covering the last 6 months must be submitted for any other accounts in Qatar and/or your home country. b) The documents issued by banks in Qatar must be authorised. c) The documents issued by banks outside of Qatar may not require authorisation. In such cases, printed screenshots of transactions from banking apps may be acceptable. ***Please read FAQ carefully when preparing these documents.*** d) The validity of these documents is 1 week.												

Please go to Page 2 of 2 (#11-16).



Please check [FAQ](#) for more details. Please do not staple any documents.

Kindly note you may be asked for additional information.

1-2 TOURISM (Foreign Residents: Staying at Hotel)

Page 2 of 2

#	✓	Details: Please check the box for each requirement as you prepare your application.
11		Flight Booking Information: Must cover the entire round-trip between Qatar and Japan
12		Hotel Reservation Information: Must cover the whole period of stay in Japan. *The booking information must include guest name(s) and the number of guests.
13		<u>Schedule of Stay/Travel Itinerary</u> *Details for each day from arrival to departure dates with specific places/activities must be provided.
14		Copies of Previously Issued Visas: Japan, UK, US, Schengen etc. if you have any.
Additional Documents Required only if: (A) Applicant is under 18 years old or a dependent. (B) Guarantor pays a part or all of the travel expenses.		
15		ORIGINAL Family Entry Request Form *Submit one of the following based on the travel situation: ◆ Form 1: Request Form for Minor/Dependent (Travelling with Guarantor) ◆ Form 3: Request Form for Minor/Dependent (Travelling without Guarantor)
16		Official Document that Proves the Relationship with the Guarantor: Marriage/Birth Certificate
17		Copy of the Guarantor's Passport *Required if not applying together at the same time with the guarantor.

NOTE:

- ☐ Please check the box for each requirement as you prepare your application.
- ☐ Please review this list carefully to ensure everything required is prepared. **We cannot accept incomplete applications. If any documents or information are missing, you will need to book a new appointment yourself. The Embassy cannot assist with rebooking.**
- ☐ Please ensure your intended **departure date is within 3 months of your appointment/application date.** Applications with departure dates further than 3 months away cannot be accepted, as the visa is only valid for 3 months.
- ☐ The Embassy does not print out any documents for applicants. Please ensure all materials are printed out before your appointment.
- ☐ Please note you may be asked for additional information or documents.