

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

Kindly note you may be asked for additional information.

1-3 TOURISM (Foreign Residents: Staying with Relatives within Third Degree of Kinship)

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#	✓	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></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
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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 (#11-21).



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#	✓	Details: Please check the box for each requirement as you prepare your application.
11		Official Documents that prove the THIRD Degree of Family Relationship between the Applicant and the Guarantor/Inviter. Official documents may include: Birth Certificate, Marriage Certificate or Family Register Certificate such as Koseki-Tohon. (See #13)
12		Flight Booking Information: Must cover the entire round-trip between Qatar and Japan
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.
Documents Provided by Guarantor/Inviter in Japan		
15		<u>Letter of Invitation (Original or Copy)</u>
16		<u>Letter of Guarantee (Original or Copy)</u>
17		Family Register Certificate (Koseki-Tohon/戸籍謄本): Issued within 6 months, Original or Copy *When the inviter is not Japanese, please prepare #18, 19 & 20 instead of this document.
Additional Documents of Guarantor/Inviter if the Inviter is a Non-Japanese Citizen		
18		Copy of Residence Card: Zairyu Card/在留カード , both sides
19		Residence Certificate: Jyuminhyo-Tohon/住民票謄本 issued within 6 months, Original or Copy *Residence Certificate for the all family members. (世帯員全員の記載のある住民票謄本)
20		Copy of Guarantor's Passport: Pages of his/her personal details
Additional Documents of Guarantor/Inviter if he/she pays a part or all of the travel expenses		
21		Documents Indicating the Guarantor's Financial Status *One of the following documents containing gross income Information: (1) Certificate of Income (issued by the Local Government Office) (2) Certificate of Tax Payment (issued by the Local Government Office) (3) Bank/Post Office Balance Certificate (valid for 1 week from the date of issue)

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.