

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

Kindly note you may be asked for additional information.

2-3 Attending CONFERENCE (Foreign Residents)

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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><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 must also include statements regarding the following: <table><tr><td>☐ Purpose of Visit</td><td>☐ Duration of Visit</td></tr><tr><td colspan="2">☐ Guarantee of Return: The applicant will return to Qatar.</td></tr><tr><td colspan="2">☐ Financial Responsibility: All travel expenses will be borne by XXX.</td></tr></table> e) The letter must be authorised with: <table><tr><td>☐ Authoriser's Name and Job Title (Printed)</td><td>☐ Company Wet Seal</td></tr><tr><td colspan="2">☐ Authoriser's Wet Signature</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	☐ Guarantee of Return: The applicant will return to Qatar.		☐ Financial Responsibility: All travel expenses will be borne by XXX.		☐ Authoriser's Name and Job Title (Printed)	☐ Company Wet Seal	☐ Authoriser's Wet Signature	
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9		Documents related to the Conference such as: 9a) Confirmation of Registration: Official letter/email confirming registration for the conference. 9b) Proof of Payment: Payment confirmation (Receipt) showing the fee has been paid. 9c) Letter of Invitation: Official invitation letter issued by the conference organiser.																
10		Flight Booking Information: Must cover the entire round-trip between Qatar and Japan																
11		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.																
12		Schedule of Stay/Travel Itinerary *Details for each day from arrival to departure dates with specific places/activities must be provided.																

If travel expenses are to be borne by the applicant,
please proceed to the next page and prepare items 13 and 14.



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#	✓	Details: Please check the box for each requirement as you prepare your application. **Items 13 and 14 must be prepared if you are covering your own travel expenses**
13		<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 .
14		<u>Other Bank Information</u> (Required if savings are not held in Account #13. 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 .

Kindly note that you may be asked to provide additional information, as requirements vary depending on:

- The type of conference
- Your participation status (e.g., Attendee or Presenter)

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.