

A List of Basic Documentation to be Submitted for Applications for Visa for "Temporary Visits" (Foreign Resident)

TOURISM	
Visiting Acquaintances	
Purpose of Visit	Visiting Acquaintances (Friends)
Provided by visa applicant	
1	ORIGINAL Passport (more than 3 months validity)
2	1 Passport Copy (the pages of status items)
3	Visa application form
4	Photo (H45mmxW45mm, Gray, Blue or White background, taken within 3 months)
5	Birth Certificate (see *Note1)
6	Marriage Certificate (Those already married only, see*Note 2)
7	Documents attesting to acquaintance relationship (see *Note3)
8	A Covering Letter from Sponsor in Qatar or Employee Certificate (see *Note4)
9	1 Copy of Qatar Residence Permit on your passport if you have (more than 3 months validity)
10	1 Copy of Qatar ID. Card (copy of both sides, more than 3 months validity)
11	1 Copy of Flight booking (entire trip)
12	Original Bank Statement for the last 6 months
Provided from Japan	
1	ORIGINAL Letter of reason for invitation
2	ORIGINAL Letter of Guarantee
3	Documents pertaining to the reason for invitation
4	Schedule of stay in Japan
5	A ORIGINAL Certificate of Residence (called 'Juminhyo' 住民票 in Japanese) without omission of matters listed except for Residence Record Code (see *Note5)
When the guarantor is a foreign national, please provide following items too	
1	A photocopy of the BOTH SIDES of the valid 'Residence card' (the Alien Registration, called 'Gaikokujin Toroku Shou' 外国人登録証 in Japanese)
2	A photocopy of his/her Passport including (1)the pages of status items (2)the record of entry/departure (3)permission of residence
Please submit the following documents if the guarantor pays a part or all of the travel expenses	
1	One of the following documents pertaining to be guarantor : (Note)Please submit the document including Gross Income. >A ORIGINAL Certificate of income (see *Note6) >A ORIGINAL Certificate of tax withholding (see *Note7) >A ORIGINAL Certificate of deposit balance >A photocopy of counterfoil of final tax return with the seal of reception of the Tax Office (see*Note8) >A ORIGINAL Certificate of tax payment (see *Note9)

*If necessary, we might ask for additional documents apart from the documents mentioned above .

*Note1 Including the birth certificate that can attest that the relationship of the applicant to the Japanese relatives is **within the THIRD degree.**

Example: when a wife of Philippine nationality residing in Japan invites her younger brother,
2 certificates - younger brother's(applicant) birth certificate and wife's birth certificate - are required.

Please submit a photocopy of a **Birth Certificate** that was **issued by the National Statistics Office (NSO) on security paper.**

If the certificate is illegible because it is crumpled confirmed or some of the content cannot be confirmed because an edge of the copy is missing, etc., please submit a birth certificate issued by the local government office in addition.

Also, those whose birth certificate registration was delayed should submit certificate of baptism, school report cards(primary and secondly schools) and graduation albums in addition along with it.

*Note2 Please submit a photocopy of a marriage certificate that was **issued by the National Statistics Office(NSO) on security paper.**

*Note3 [Examples] Photograph, letter, e-mail, international phone call log, money(goods)transmittal, etc.

*Note4 Including Full name, Nationality, Passport No., Qatar ID No., Applicant's position, Joining date, Monthly or Yearly Salary, Purpose of visiting Japan, Duration of visit, Return guarantee to Qatar

*Note5 'A certificate of Residence' is called 'Juminhyo' (住民票) in Japanese. With description of his/her family relationship with all family members, **WITHOUT** omission of matters listed except for Residence Recode Code.

*Note6 Issued by the head of administration local office at place of residence

*Note7 Issued by the head of administration local office at place of residence

*Note8 eTax : Please submit "Receipt Notification" and "Final Tax Return".

*Note9 Form number 2 issued by the tax office