

Notice for applying visa for new entry into Japan:
foreign nationals who possess COE and who wish to
visit as short-term stay for business

From October 1, 2020, the Government of Japan announced a measure to allow foreign nationals to apply visas for new entry into Japan.

This is applicable for foreign nationals (1) who possess Certificate of Eligibility (COE) for mid to long-term stay in Japan and (2) who would like to visit Japan as short-term stay for business.

Please be aware that above (2) short-term stay visa is ONLY for business purpose.

It is not applicable for sightseeing or visiting family or friends in Japan. The Embassy of Japan is unable to accept visa applications for those purposes of short-term stay unless the Government of Japan will make an amendment for the decision.

The details of this new measure and related documents are available from the website of Ministry of Foreign Affairs of Japan as follows:

https://www.mofa.go.jp/ca/fna/page22e_000921.html

- ✓ **If you have any enquiry about applying visa for new entry into Japan, please call below. (Toll-free) 18000010127**

- ✓ **Who are applying for the re-entry confirmation letter to the Embassy, please do not confuse with this new procedure. Your appointment date for the re-entry confirmation letter is the same as scheduled.**

For all applicants: Please read below before you apply.

- ✓ **We will start the visa service for the foreign nationals from October 1, 2020 onwards, for (1) who possess COE for mid to long-term stay in Japan and (2) who would like to visit Japan as short-term stay for business.**

- ✓ **You are requested to make an appointment by email for applying new visa.**

- ✓ **You can only make an appointment by sending an email to the Embassy. We do not take appointments by telephone calls or visits in person prior to the appointment date.**

- ✓ **Diplomatic and official passport holders do not need to make appointments to apply for their visas.**

Application procedure for applying new visa

The given process is applied from October 1, 2020 onwards for the application for visa for new entry to Japan. **It is by an appointment only.**

Please note below information before you apply.

- ✓ **This is NOT an online application procedure.**
- ✓ **Applicants must send an e-mail to Embassy to make an appointment by themselves. This is your first step of the application procedure.**
- ✓ **Please DO NOT SEND any attachments with your e-mail for an appointment. We DO NOT ACCEPT any applications if you send them by e-mails.**
- ✓ **Applicants are required to visit the Embassy IN PERSON with all documents on the appointment date. The Embassy will send you a reply e-mail with your appointment date.**

Due to the number of enquiries, we may take some time for the reply. We appreciate for your understanding.

1. Please send an e-mail to consular-emb2@km.mofa.go.jp with below details.

Subject: [Application procedure for New Visa]

Text: (1)Your full NAME

(2)Your PASSPORT NUMBER

Please DO NOT SEND any attached documents with this e-mail, this is for your appointment only. We DO NOT ACCEPT any applications if you send them by e-mails.

2. You will receive a reply e-mail from the Embassy with your appointment date.

3. Please visit the Embassy on your appointment date during the application time as shown in below section 4., with following documents.

Applicants are required to visit the Embassy IN PERSON with below documents on the appointment date.

(1) Foreign nationals **who possess COE for mid to long-term stay in Japan**

(a) Visa application form (with photo attached)

<https://www.np.emb-japan.go.jp/pdf/visaapplication.pdf>

(b) Passport

(c) Certificate of Eligibility

(d) Written pledge (2 copies) (Residence Track)

<https://www.mofa.go.jp/mofaj/files/100110013.pdf>

(e) A copy of a reply e-mail from the Embassy about your appointment (paper or digital)

NOTE:

Those who are applying for STUDENT VISA, WORKING VISA and DEPENDENT VISA with reissued COE (after re-entry permission expired), please submit an acceptance letter from their guarantor.

This is applicable for above person whose (1)Re-entry permission or (2) The date of permitted period of stay in Japan was expired due to the COVID-19 situation.

(2) Foreign nationals who would like to visit Japan as **short-term stay for business**

(a) Visa application form (with photo attached)

<https://www.np.emb-japan.go.jp/pdf/visaapplication.pdf>

(b) Passport

(c) Certificate of Employment of the applicant

(d) Invitation Letter

<https://www.mofa.go.jp/files/000137089.pdf>

(e) Letter of guarantee

<https://www.mofa.go.jp/files/000262545.pdf>

(f) Written pledge (2 copies) (Residence Track)

<https://www.mofa.go.jp/mofaj/files/100110013.pdf>

(g) A copy of a reply e-mail from the Embassy about your appointment (paper or digital)

[Notice]

If you were unable to visit the Embassy on the suggested appointment date due to the prohibitory order for the prevention of COVID-19, you are eligible to visit the Embassy after your appointment date, between 15:00-16:00, Mon-Fri.

4. Application time: 9:00 ~ 10:30, 11:00 ~ 12:30

Collection time: 14:30 ~ 16:00

Office working days: Monday – Friday only (We are closed on Saturday and Sunday)

Note: (1) We do not take any telephone enquiries regarding your appointment date and application procedures. Please make sure to make your appointment via email.

(2) Negative COVID-19 test result conducted within 72 hours of the departure time is required. It is your own responsibility to conduct this test.

(3) **On your arrival to the Embassy on the appointment date, please read following notice:**

Notice to All Visitors to the Embassy

To prevent infection from **COVID-19**, we would like to ask you to follow below procedures on your arrival to the Embassy.

These are necessary precautions to prevent yourself and others from infection.

- ✓ **Please use surgical masks.** If you don't use them, you are not allowed to enter the Embassy premises.
- ✓ If you were **unwell** and had **a flu/cold-like symptoms**, with body temperature higher than **37.0 °C**, please refrain to enter the Embassy building.
- ✓ Please use **hand sanitizer** which we provide. Dry well after you spread it on your hands, after the body temperature check as soon as you enter the Embassy.
- ✓ Please make sure to **keep enough social distance** from other visitors and Embassy staff.
- ✓ Please **do not talk** with other visitors while you are waiting. COVID-19 virus spreads through droplets (sneeze, cough or saliva).