

Tips for Filling out the Visa Application Form

I. General advice - highlights

- In general it is best to write something for every blank on the form. If the answer is “no,” or the question does not apply, write “NONE” or “N/A” instead of leaving a blank.
- For holders of **Chinese (PRC), Hong Kong, Korean, Singaporean, or Taiwanese (ROC)** passports, write your name both in alphabetic letters as well as in Chinese characters.
- The signature and date must be original on each copy.
- Write all addresses completely, including zip codes for both U.S. and Japanese addresses (Japanese zip codes are in the format: 123-4567).
- For students, write the name and address of your school for the “Name and address of employer” and for “Current profession or occupation and position” list your grade level.
- Guarantor or reference in Japan should be someone at the company or school you will be visiting, rather than someone you know in Japan but will not be visiting on this trip.

II. Line-by-line instructions

Dates: Please make sure to write all dates in the format of day-month-year.

Photograph: A 2-inch by 2-inch (45mm x 45mm) photograph should be glued to the application form. Please do not staple or tape the photograph to the form. The photograph should be suitable for use in a United States passport – i.e. frontal view, including head and shoulders, solid background. Homemade digital photographs are acceptable if they are clear and comply with these requirements. Photographs intended for U.S. Permanent Resident cards “Green Cards” (i.e. with the applicant’s face turned to one side) are NOT acceptable. Submitting an application with this type of photograph will delay the processing of your visa.

Name in full: Write your last name on the first line, and first and middle names on the second line. Make sure what you write here matches your passport exactly. If your name has changed since your passport was issued, it is recommended that you get your passport modified before applying for a Japanese visa. Alternatively, you may apply using your old name. List any previous name on the “Different name used, if any” line.

Nationality or citizenship: If you have dual or multiple citizenships, write the name of each country. Please note that you may not apply for a Japanese visa if you have Japanese citizenship. If you relinquish your Japanese citizenship first, you may apply for a Japanese visa. Please call the Consulate’s Consular Section for more details regarding this procedure.

Passport – Place of issue: The City where the issuing authority is located. For US passports, this is listed under “Authority” on the photo page. For example, “Chicago” or “New Orleans.” If your passport lists “National Passport Center” simply write that. For foreign nationals whose passports were issued in the United States, list the city where the consulate or embassy that issued your passport is located.

Passport – Issuing Authority: For U.S. passports, the issuing authority is usually “xxx Passport Agency” where the first part is a city such as “Charleston,” “New Orleans” or “Chicago,” etc. For other nations’ passports, if issued at a consulate or embassy in the U.S., write the name of the consulate or embassy. This “Issuing Authority” information is almost always listed on the photo page of the passport.

Name of Ship or Airline: Write the airline you intend to use, as well as the flight number, if you know it.

Names and Addresses of hotels or persons with whom applicant intends to stay: List the full name and address (including zip code) of hotel, as well as telephone number, if possible.

Dates and duration of previous stays in Japan: List all dates of entry and exit to Japan to the best of your knowledge. If you have lived in Japan for an extended period, you can simply list the dates your residency started and ended, as well as any other trips you made to Japan.

Your current residential address: This should be your local address in Michigan or Ohio. Please write the full address including zip code. If you will not be returning to this address, you may list a permanent address in another state or country in addition to your local address.

Current profession or occupation and position: Write your current profession, or if you have recently finished/quit, write that occupation. If you will be starting a new career when you go to Japan (for example, becoming an English teacher for the first time), write what you have been doing before you leave for Japan. For students, write “university student,” “high school student,” “elementary school student” etc. as appropriate. If you are a homemaker or are unemployed, write that, too.

Name and address of employer:

Write the full name and address of the company or school to which you are currently or most recently have been affiliated.

Guarantor or reference in Japan: This should be someone at the company or school you will be visiting, rather than someone you know in Japan but will not be visiting on this trip.

Criminal Record: Do not leave this section blank. If you do have a criminal record, you must report it here.

Signature: Please make sure your passport is signed, and make sure the signature on your application clearly matches the one in your passport. The signature and date must be original on each application form.

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III. Instructions for special groups

Dependent Children: For students, write the name and address of the last school you attended for the "Name and address of employer" and for "Current profession or occupation and position" list your grade level.