

(1) TEMPORARY VISIT FOR BUSINESS/CONFERENCE PURPOSES

【Definition】A foreign citizen traveling to Japan for business affairs, commerce, conference, etc. for business purposes

【Term of Stay】Stay of up to 90 days

【Validity of Visa】Single entry: 3 months from date of issue

[U.S. PASSPORT HOLDERS and NON-U.S. PASSPORT HOLDERS who are originally from visa exemption Countries/regions] See [here](#) for a complete list.

REQUIREMENTS:

✂ Please do not staple the following documents.

☐ VALID PASSPORT AND ☐ COPY OF YOUR PASSPORT (THE PAGES OF YOUR PHOTO AND SIGNATURE)

Please **SIGN** your passport and check that you have at least two unused blank visa pages.

For passports containing any previous Japanese visa that is still valid, a signed [consent form](#) must be included.

☐ COMPLETED VISA APPLICATION FORM:

Downloadable forms:

[Application form with QR code \(type and print\)](#)

[Application form for print only \(handwriting\)](#)

The applicant must complete the application by typing or with black pen. Signatures must be in ink pen. No digital signatures will be accepted. If a field is not applicable, please write “N/A” or “None”. Please make sure to verify your email address and phone number are clearly and legibly listed on the application form.

☐ ONE PASSPORT SIZE PHOTOGRAPH:

2x2 inches, color. Photograph must be taken within the last six months with plain background.

☐ CERTIFICATE FOR COMPLETION OF REGISTRATION TO THE ERFS SYSTEM (受付済証):

Note: please submit the entire copy of this document including the “Application ID” section in the bottom right corner. Your name on this certificate has to be the exact same name as shown in your passport.

- To obtain a Certificate for completion of registration to the ERFS system, a receiving organization located in Japan (e.g., inviting/employing companies) needs to complete prescribed application through the Entrants Returnees Follow-up System (ERFS). After the application, “Certificate for completion of Registration to the ERFS system (受付済証 : Uketsukezumisho)” will be issued. Due to the revocation of New Border Measures (19), all previously-issued screening certificates shall be void, and receiving organizations should obtain a new certificate. [Further information for receiving organizations can be found here.](#)

☐ PROOF OF CURRENT ADDRESS:

Copy of MI/OH Driver License or MI/OH ID. If your ID does not list current address, please provide a copy of a utility bill.

☐ AUTHORIZATION FORM:

Signed [authorizations](#)

This is mandatory if someone else is applying or/and picking up on your behalf.

☐ VISA FEE:

No visa fee for U.S. citizens.

If you reside in Ohio or outside of the Metro Detroit area but within Michigan, you have the option of mailing everything in by FedEx, UPS, U.S. Postal Service Express or Priority Mail. In that case, please include the following documents to your mail.

☐ **RELEASE OF LIABILITY** if applicable (See “9. Retrieval of Passport” in [General Visa Information](#))

Downloadable form: [Release of Liability](#)

☐ **PREPAID AND SELF-ADDRESSED ENVELOPE WITH TRACKING SYSTEM** if applicable (See “9. Retrieval of Passport” in [General Visa Information](#) for details.)

Mailing address:

Consulate General of Japan in Detroit
Attn: Visa Section
400 Renaissance Center, Suite 1600
Detroit, MI 48243

Please note that The Consulate-General of Japan in Detroit is not liable for any mailing incidents such as loss, damage, delay, etc. If you would like to avoid any mailing incidents, you must apply and pick up in person. However, if you choose to use mail, we encourage you to keep relevant tracking numbers. Do not contact us to check mailing status.

[NON-U.S. PASSPORT HOLDERS who are NOT originally from visa exemption Countries/regions] See [here](#) for a complete list.

REQUIREMENTS:

✂ Please do not staple the following documents.

☐ **VALID PASSPORT AND** ☐ **COPY OF YOUR PASSPORT (THE PAGES OF YOUR PHOTO AND SIGNATURE)**

Please **SIGN** your passport and check that you have at least two unused blank visa pages.

For passports containing any previous Japanese visa that is still valid, a signed [consent form](#) must be included.

☐ **COMPLETED VISA APPLICATION FORM:**

Downloadable forms:

[Application form with QR code \(type and print\)](#)

[Application form for print only \(handwriting\)](#)

The applicant must complete the application by typing or with black pen. Signatures must be in ink pen. No digital signatures will be accepted. If a field is not applicable, please write “N/A” or “None”. Please make sure to verify your email address and phone number are clearly and legibly listed on the application form.

☐ **ONE PASSPORT SIZE PHOTOGRAPH:**

2x2 inches, color. Photograph must be taken within the last six months with plain background.

☐ **CERTIFICATE FOR COMPLETION OF REGISTRATION TO THE ERS SYSTEM (受付済証):**

Note: please submit the entire copy of this document including the "Application ID" section in the bottom right corner. Your name on this certificate has to be the exact same name as shown in your passport.

- To obtain a Certificate for completion of registration to the ERS system, a receiving organization located in Japan (e.g., inviting/employing companies) needs to complete prescribed application through the Entrants Returnees Follow-up System (ERS). After the application, "Certificate for completion of Registration to the ERS system (受付済証 : Uketsukezumisho)" will be issued. Due to the revocation of New Border Measures (19), all previously-issued screening certificates shall be void, and receiving organizations should obtain a new certificate. [Further information for receiving organizations can be found here.](#)

☐ **PROOF OF CURRENT ADDRESS:**

Copy of MI/OH Driver License or MI/OH ID. If your ID does not list current address, please provide a copy of a utility bill.

☐ **INVITATION LETTER** completed by the inviting party IN JAPAN.

Invitation letter ([招へい理由書](#))

If English is preferable, click [Invitation Letter - English](#).

☐ **LETTER FROM U.S. COMPANY:**

Please use company letter head with signature by manager or higher. The letter must describe the following in Japanese or English: (1) company name, (2) company address and phone number, (3) applicant's name, title and position, (4) length of employment, (5) detailed purpose of visit, (6) length of stay in Japan, (7) guarantee of financial responsibility for incurred expenses.

☐ **SCHEDULE OF STAY** [Itinerary in Japan](#) :

Describe your daily schedule and what you plan to do during your stay in Japan.

☐ **PROOF OF YOUR U.S. IMMIGRATION STATUS:**

- ☐ Copy of Valid U.S. Permanent Resident Card (Green card).
- ☐ Printout of the "most recent I-94" From [CBP's website](#) if you have L Visa or E Visa.
- ☐ Copy of Valid F1 Visa ☐ Copy of Original 1-20 with valid travel endorsement signature.
- ☐ Printout of the "most recent I-94" From [CBP's website](#)
- ☐ Copy of Valid J1 Visa ☐ Copy of Original DS-2019.
- ☐ Printout of the "most recent I-94" From [CBP's website](#)

☐ **AUTHORIZATION FORM:**

Signed [authorizations](#)

This is mandatory if someone else is applying or/and picking up on your behalf.

☐ **VISA FEE:**

No visa fee for U.S. citizens.

Other Nationalities, please check [List of fees](#)

※Payable in cash, by money order or cashier's check payable to "Consulate General of Japan"

※We do not accept credit cards or personal checks.

※The fees change on April 1st each year.

**** The Consulate General of Japan in Detroit reserves the right to request additional documentation during the course of examination. ****

If you reside in Ohio or outside of the Metro Detroit area but within Michigan, you have the option of mailing everything in by FedEx, UPS, U.S. Postal Service Express or Priority Mail. In that case, please include the following documents to your mail.

☐ **RELEASE OF LIABILITY** if applicable (See “9. Retrieval of Passport” in [General Visa Information](#))

Downloadable form: [Release of Liability](#)

☐ **PREPAID AND SELF-ADDRESSED ENVELOPE WITH TRACKING SYSTEM** if applicable (See “9. Retrieval of Passport” in [General Visa Information](#)) for details.)

Mailing address:

Consulate General of Japan in Detroit
Attn: Visa Section
400 Renaissance Center, Suite 1600
Detroit, MI 48243

Please note that The Consulate-General of Japan in Detroit is not liable for any mailing incidents such as loss, damage, delay, etc. If you would like to avoid any mailing incidents, you must apply and pick up in person. However, if you choose to use mail, we encourage you to keep relevant tracking numbers. Do not contact us to check mailing status.