

## 2-2-2 Register additional data materials

### - Flow of registering additional materials

The operation of registering additional materials is performed as follows.

**This operation is performed only when a problem with attachments is found.**

Procedures for launching the visa application list screen



Select relevant application information and press “Change the application”



Press “Additional data materials”



Inputting information



Completion of additional registration

## 2-2-2 Register additional data materials

### - Procedures for launching the visa application list screen

If you log in with your personal account and press “Visa application list” the visa application list will appear.



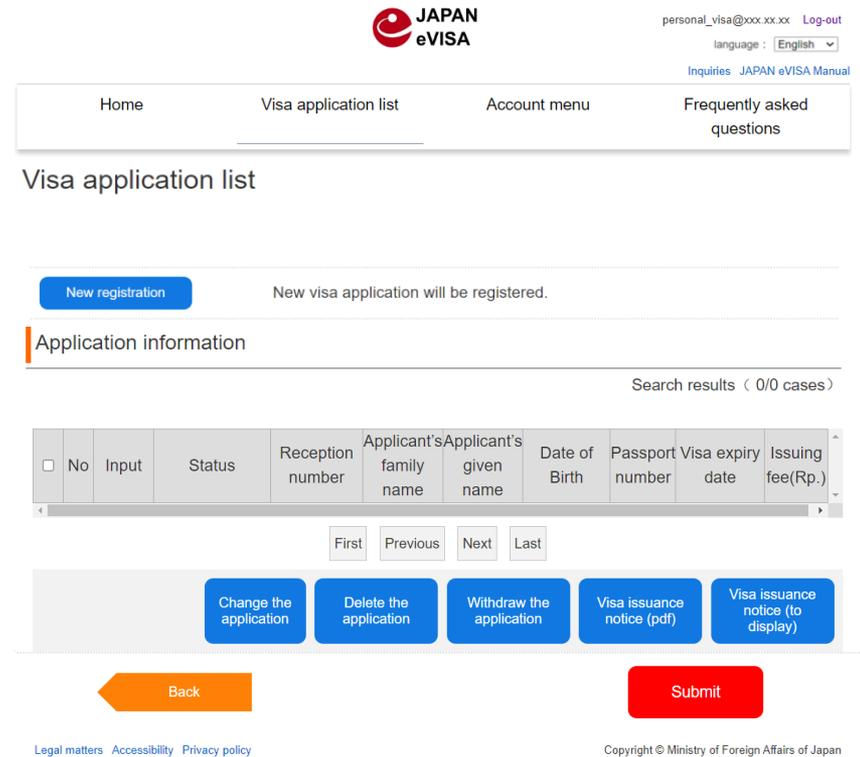
Japanese overseas establishment that has jurisdiction over your residential area is as follows.  
Embassy of Japan in United States of America

Visa application procedure

- Step 1** Login
- Step 2** Enter application information
- Step 3** Examination
- Step 4** Issue a visa
- Step 5** Display issuance notice

New registration

Important notice



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### Visa application list

New registration    New visa application will be registered.

Application information

Search results ( 0/0 cases )

<input type="checkbox"/>	No	Input	Status	Reception number	Applicant's family name	Applicant's given name	Date of Birth	Passport number	Visa expiry date	Issuing fee(Rp.)
<p>First    Previous    Next    Last</p> <p>Change the application    Delete the application    Withdraw the application    Visa issuance notice (pdf)    Visa issuance notice (to display)</p> <p>Back    Submit</p>										

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Step1. On the individual portal menu screen, press “Visa application list”

Step2. This moves you to the visa application list screen

## 2-2-2 Register additional data materials - Procedures for registering additional materials (1/3)

These procedures are taken when there is a problem with applied documents.

**Caution: Whose status is “Application in Progress”, “Temporarily received” or “Under examination” additional materials can be registered.**

personal\_visa@xxx.xx.xx Log-out  
language: English

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### Visa application list

New registration New visa application will be registered.

#### Application information

Search results ( 1/1 cases )

No	Input	Status	Reception number	Applicant's family name	Applicant's given name	Date of Birth	Passport number	Visa expiry date	Issuing fee(USD)
<input checked="" type="checkbox"/>	1	OK	Application in progress	252	SEI	MEI	2000/01/01	20230202A	

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Change the application Delete the application Withdraw the application Visa issuance notice (pdf) Visa issuance notice (to display)

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1 Change information 2 Check change details

### Change the visa application

#### Additional data materials

Add Error data materials

#### Basic information

Facial photo (Required) Required Link

Passport (Required) Required Link

Family name (as shown in the MRZ column of your passport) (Required) SEI  
The full name (surname, given name, and middle name) must be entered in the MRZ column of the passport page with your name.

Given and middle names (as shown in the MRZ column of your passport) (Required) MEI  
Please enter your name.

Date of Birth (Required) 20000101

Nationality or region (Required) USA

Passport number (Required) 89250211A

Step1. Select relevant application information and press “Change the application”

Step2. Press “Additional data materials”

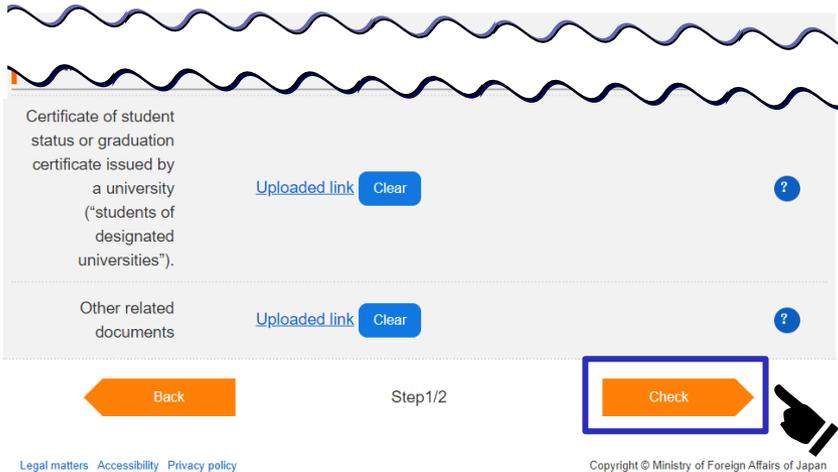
## 2-2-2 Register additional data materials - Procedures for registering additional materials (2/3)

These procedures are taken when there is a problem with applied documents.



1 — 2  
Register additional data materials    Check registration details

Register additional visa data materials

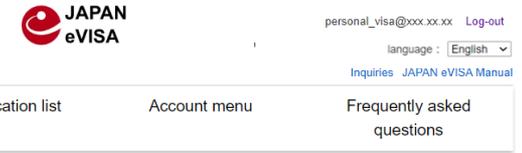


Certificate of student status or graduation certificate issued by a university ("students of designated universities").  
[Uploaded link](#) [Clear](#) ?

Other related documents  
[Uploaded link](#) [Clear](#) ?

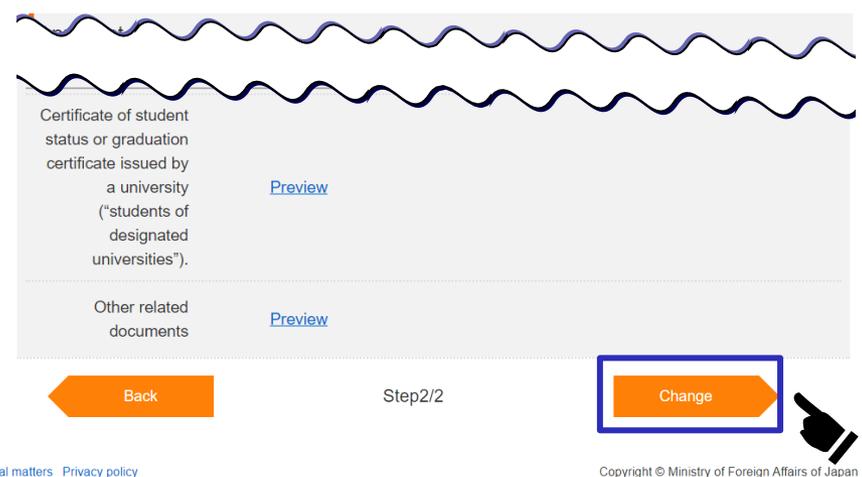
[Back](#) Step1/2 [Check](#)

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✓ — 2  
Register additional data materials    Check registration details

Check the registration of the additional visa data materials



Certificate of student status or graduation certificate issued by a university ("students of designated universities").  
[Preview](#)

Other related documents  
[Preview](#)

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Step3. After uploading additional materials, press "Check"

Step4. Press "Change"

\* For details, refer p. 6

## 2-2-2 Register additional data materials

### - Procedures for registering additional materials (3/3)

These procedures are taken when there is a problem with applied documents.

language : English ▼

Are you sure you want to register the additional material? If you register it, you won't be able to change it.

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Romanized family name	USER
Romanized given name	ONE
Birthday	1999/01/01
Nationality	PEOPLE'S REPUBLIC OF CHINA
Passport number	XX0000882

**Additional data materials**

Certificate of student status or graduation certificate issued by a university ("students of designated universities"). [Preview](#)

Other related documents [Preview](#)

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Step5. Press "OK"

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language : English ▼

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### Visa application list

**The registration of Additional application data materials is completed.**

[New registration](#) New visa application will be registered.

#### Application information

Search results ( 1/1 cases )

<input type="checkbox"/>	No	Input	Status	Reception number	Applicant's family name	Applicant's given name	Date of Birth	Passport number	Visa expiry date	Issuing fee(USD)
<input type="checkbox"/>	1	OK	Application in progress	252	SEI	MEI	2000/01/01	20230202A		

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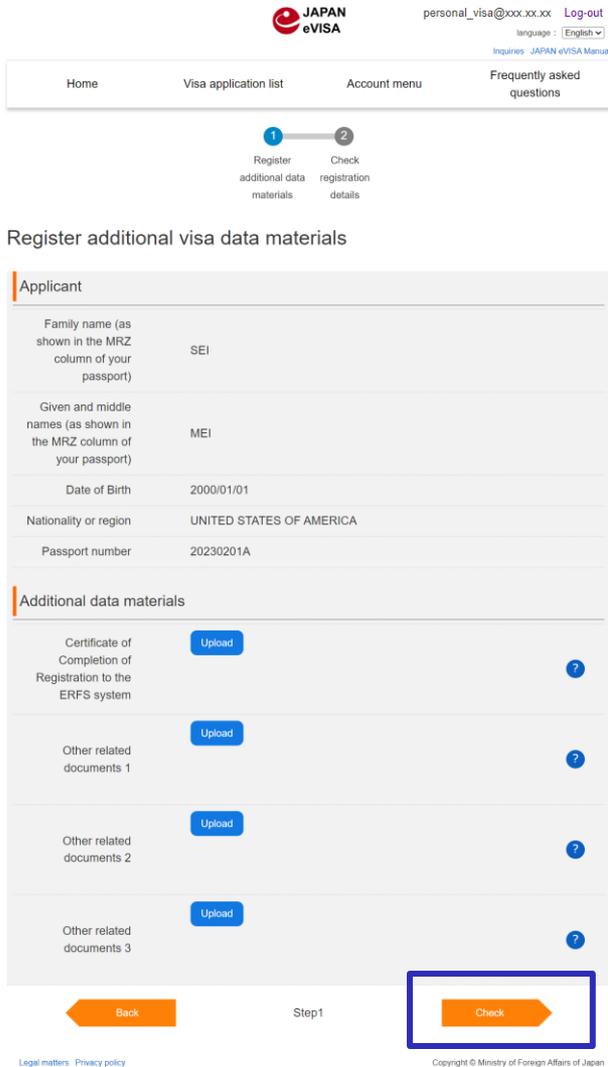
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Step6. Completion of registration

## 2-2-2 Register additional data materials

- Step1 “Registering additional materials for visa application” (registering additional materials)



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1 Register additional data materials  
2 Check registration details

Register additional visa data materials

**Applicant**

Family name (as shown in the MRZ column of your passport)	SEI
Given and middle names (as shown in the MRZ column of your passport)	MEI
Date of Birth	2000/01/01
Nationality or region	UNITED STATES OF AMERICA
Passport number	20230201A

**Additional data materials**

Certificate of Completion of Registration to the ERFS system	Upload	?
Other related documents 1	Upload	?
Other related documents 2	Upload	?
Other related documents 3	Upload	?

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### Caution:

**For items marked (Required), be sure to upload them.**

### Step1.

**Upload an application document that falls under the item corresponding to additional materials.**

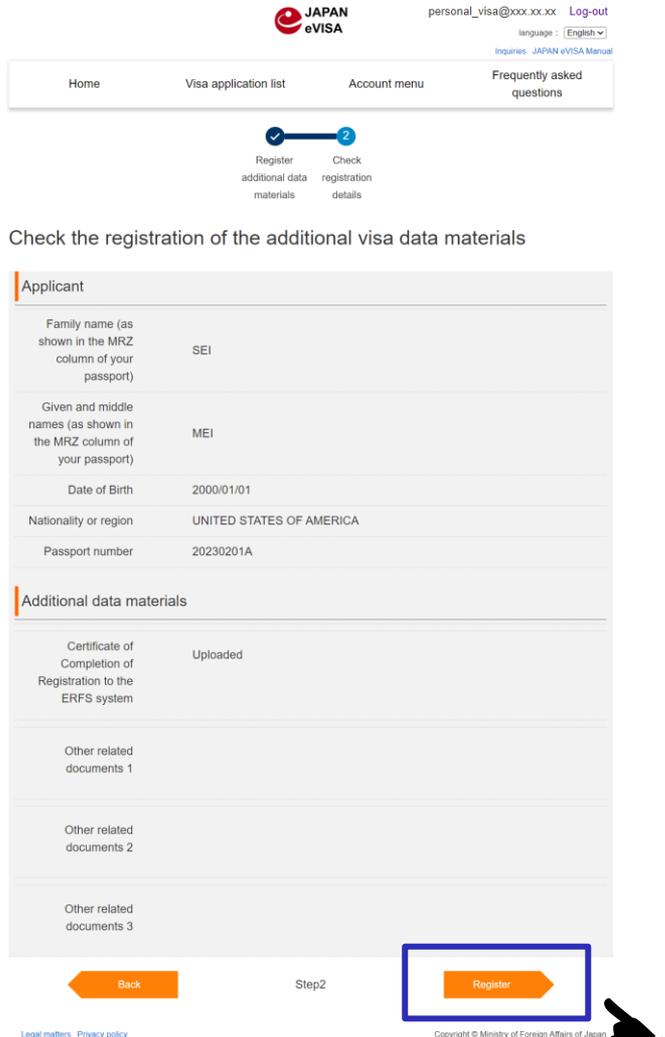
- For passports, acceptable extensions are **jpg,png,gif,bmp,heic,tif and pdf**.
- The maximum size of a file that can be uploaded is **2 megabytes**.

### Step2.

**Pressing “Check” moves you to the confirmation screen.**

## 2-2-2 Register additional data materials

- Step2 “Confirming registration of additional materials for visa application” (registering additional materials)



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Register additional data materials Check registration details

Check the registration of the additional visa data materials

Applicant	
Family name (as shown in the MRZ column of your passport)	SEI
Given and middle names (as shown in the MRZ column of your passport)	MEI
Date of Birth	2000/01/01
Nationality or region	UNITED STATES OF AMERICA
Passport number	20230201A

Additional data materials	
Certificate of Completion of Registration to the ERFS system	Uploaded
Other related documents 1	
Other related documents 2	
Other related documents 3	

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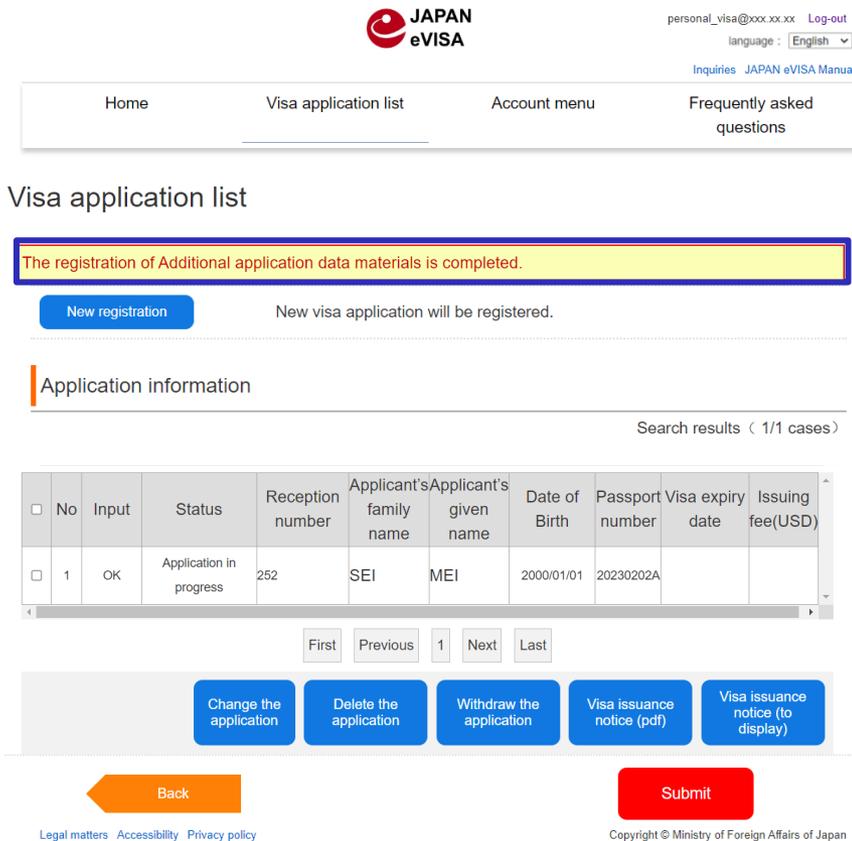
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### Step1.

Pressing “Change” registers the application document uploaded and moves you to the visa application list screen.

- Click the link “preview” then you can see contents of the uploaded file.

## 2-2-2 Register additional data materials - Completion of registration



The registration of Additional application data materials is completed.

[New registration](#) New visa application will be registered.

Application information

Search results ( 1/1 cases )

<input type="checkbox"/>	No	Input	Status	Reception number	Applicant's family name	Applicant's given name	Date of Birth	Passport number	Visa expiry date	Issuing fee(USD)
<input type="checkbox"/>	1	OK	Application in progress	252	SEI	MEI	2000/01/01	20230202A		

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### Step1.

The status is switched to “Additional data materials attached” after moving to the visa application list screen. The change is complete once a message appears at the upper part of the screen.

## 2-2-2 Register additional data materials

### - Supplementary information, points to note

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#### **Caution1:**

The operation of registering additional materials cannot be performed with multiple applications being selected.

#### **Caution2:**

Using smartphone or tablet, preview may not be appeared when pop-up blocker is valid.