






Business Meeting/Conference in Japan (Short-term stay)

* Please do NOT staple the documents together

	Required documents		Download Website
A. Provided by visa applicant			
1	Passport 	<ul style="list-style-type: none"> - Original plus one photo copy - Valid until the trip to Japan and return to Australia - Signed by the bearer (if there is a signature area) - At least 2 spread blank visa pages - Not damaged - Old passport if linked to current AUS visa 	
2	Visa application form 	<ul style="list-style-type: none"> - The signature must be in your own handwriting and same as the signature on your passport - Please download and print the visa application form - Please complete the form by filling ALL THE LINES - If no information is applicable for the question, please put N/A 	PDF Sample
3	Photo 	<ul style="list-style-type: none"> - 4.5x3.5cm - Taken within 6 months - Plain background - On glossy photo paper 	
4	Valid long-term visa for Australia 	<ul style="list-style-type: none"> - Access VEVO website and bring the printed VEVO information as your latest visa status (Visa "Grant Notice" is NOT acceptable) - If you hold a Bridging visa "A", you need to change it to Bridging visa "B" beforehand <p>* If your current Australian visa is linked to your previous passport, please bring it as well. * If you hold a tourist/visitor visa, we CANNOT accept your application.</p>	VEVO website
5	Flight information 	<ul style="list-style-type: none"> - Provide ALL the destination flight booking confirmations (eg. If you travel from Sydney to China first, China to Japan, and return flight from Japan to China, China to Sydney) - The confirmation must including your full name as a passenger - If you will not come back to Sydney, please provide a typed explanation letter <p style="color: red;">* We do not require the purchase of tickets, but we do require a confirmed reservation. We are not responsible for tickets which may be unusable due to the delay or denial of a visa</p>	
6	Letter from Australian Company	<ul style="list-style-type: none"> - Letter on the official letterhead and must include the following information <p>Applicant's full name, Date of birth, Passport number Nature of the trip</p>	

		Schedule Length of stay *Clearly mentioned about the company's financial responsibility for the expenses incurred during the trip	
7	Certificate of employment	-Applicant's position, date of employment could be include in above letter	
B. Prepared by inviting person/guarantor in Japan			
8	Letter of Invitation	*Scanned copy is acceptable	JPN / ENG
9	List of Visa Applicants	- When there are multiple applicants	
10	Travel Itinerary	- Download and print the form	Travel Itinerary
C. Prepared by guarantor who pays for the above-mentioned travel expenses			
11	A Letter from guarantee	*Scanned copy is acceptable	JPN / ENG
12	A certified copy of the incorporation register or An overview of Company/Organization	*Scanned copy is acceptable	

***Applicants may authorise a proxy.**

To authorise a proxy for application drop off/pickup, the applicant **MUST** fill out an [authorisation letter](#) and have the proxy submit the original letter to the Consulate along with his/her ID card.

*The minimum assessment time is **5 business days** for all visas. It generally takes longer if additional documents are required for further assessment.