

Business Meeting & Conference

Purpose: Business trip for attending meeting or conference in Japan

Eligibility: [Check here](#)

Duration: 15-days, 30-days, 90-days

Validity: 3 months from the date of issue

NOTE: The **validity** date on a visa indicates the last day that you can enter Japan on that visa.
The **duration** of a visa is the number of days you are permitted to stay in Japan for, and starts from the next day you enter.

Documents Required:

1. Proof of residence in NSW/NT



- Options:
 - Driver licence
 - Utility bills (phone/water/electricity)
 - Rental/lease agreement

2. Passport



- Provide original passport + photocopy of the ID page**
- Ensure the following:
 - ☐ Must be valid for the whole duration of your stay in Japan
 - ☐ Signed by the bearer (if there is a signature area)
 - ☐ Has a 2-page blank spread
 - ☐ Not damaged
- If passport is damaged or there is no 2-page blank spread, please renew

3. Visa application form



- [Download](#) and print the form
- Complete the form by filling in **all** sections (see [example](#))
- If something in the form is not applicable, **write N/A** (see [example](#))
- Hand sign the form – this should match the signature in your passport
- Do not staple or clip pages together

4. Photo



- Australian passport photo size: 4.5 x 3.5cm
- Taken within the last 6 months
- See [examples](#) of acceptable photos
- Printed on glossy photo paper
- Must be glued to application form (do not use tape or staples)

5. Valid Australian visa



- Access [VEVO](#) website and bring the printed VEVO information with your most up-to-date visa status
 - Note: a visa “Grant Notice” will **not** be accepted and VEVO information must show your current passport number
- If you hold a Bridging visa “A”, you need to obtain [a Bridging visa “B”](#) prior to submitting your application
- If you hold a PR visa, please ensure that the re-entry permit ([Residential Return Visa](#)) will still be valid upon your return to Australia
- If you hold a tourist/visitor visa, the Consulate **cannot** accept your application

6. Flight confirmation



- Provide flight booking confirmations for **all** destinations
 - ➔ E.g. If you travel Sydney – China – Japan – Sydney, provide **all** flight details
- Confirmations must include your full name as a passenger
- If you are not returning to Sydney, please provide a typed explanation letter

Note: Tickets do not necessarily have to be purchased at the time of application, but a reservation should be confirmed. The Consulate is **not** responsible for any unused tickets due to the delay or refusal of a visa.

7. Travel itinerary (schedule of stay)

- [Download](#) and print the form
- Describe daily activity plans, accommodations, and contact numbers in Japan

8. Certificate of employment, OR Letter from Australian Company / University

- A letter with company letterhead and following
 - ➔ Applicant's full name
 - ➔ Date of birth
 - ➔ Applicant's position
 - ➔ Date of employment
 - ➔ Nature of the trip
 - ➔ Length of stay
 - ➔ Schedule
 - ➔ Company/University's financial responsibility

9. Letter of invitation

- Download and print the form [[ENG/JPN](#)]
- Must be prepared by your inviter/guarantor in Japan – scanned copy is accepted

10. Letter of guarantee

- **Required only IF your inviter/guarantor in Japan covers your travel expenses**
- Download and print the form [[ENG/JPN](#)]
- Describe daily activity plans, accommodations, and contact numbers in Japan

11. A certified copy of the incorporation register, OR An overview of Company/Organization

- **Required only IF your inviter/guarantor in Japan covers your travel expenses**
- Not required if the company in Japan is listed on the stock exchange and submits its quarterly corporate report
- If the Guarantor is an individual, Certificate of Employment can be submitted instead of a copy of corporation register or Overview of company/registration

12. Travel itinerary (schedule of stay)

- [Download](#) and print the form
- Describe daily activity plans, accommodations, and contact numbers in Japan
- If you are attending a conference, please provide the details (e.g. overview of the conference, flyer or printout of website)

13. Proof of sufficient funds (optional)

- Provide savings account statements or transaction records **for the last 3 months, and the proof of balance as of the day**