

PACKAGE TOUR ARRANGED BY REGISTERED TRAVEL AGENCIES

OCTOBER 2022

A. PURPOSE

Join a package tour for sightseeing arranged by registered travel agency of the Embassy.

(For the Philippine nationals only. The term of stay in Japan must be within 15 days. The list of registered travel agencies is on our website.)

B. Requirements (Details→https://www.ph.emb-japan.go.jp/itpr_ja/11_000001_00898.html)

※ Downloadable from this website

APPLICANT'S REQUIREMENTS

- (1) Passport (Holder's signature required)
- (2) Application Form ※ (A facial Photo (4.5×3.5cm) must be attached.)
- (3) **(For a corporate incentive tour)** Documents to show an outline of the sponsor corporation (e.g., a hard copy of the website, a photocopy of a certificate of business registration, etc.)

☞ If there is a used Japanese visa on your passport, the following (4) and (5) are unnecessary.

- (4) Birth Certificate (issued by PSA within 1 year)

【ADDITIONAL REQUIREMENTS】

- If the certificate is unreadable, submit a Birth certificate issued by Local Civil Registrar.
- If the birth certificate is "LATE REGISTRATION", submit a Baptismal Certificate and School Record (Form 137).
- If there is no record of birth in PSA, submit a Birth Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.

- (5) Marriage Certificate (issued by PSA within 1 year. For the married only.)

【ADDITIONAL REQUIREMENTS】

- If the certificate is unreadable, submit a Marriage certificate issued by Local Civil Registrar.
- If there is no record of marriage in PSA, submit a Marriage Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.

REQUIREMENTS OF REGISTERED TRAVEL AGENCY IN THE PHILIPPINES

- (6) List of tour participants
- (7) Itinerary (including flight, hotel and transportation information and addresses that tour participants are individually visiting during the tour and their contact numbers in Japan)
- (8) A copy of the advertisement(s) for the tour (website, leaflet, etc.)
- (9) Round-trip airplane ticket reservation slips (air tickets need not to be issued at the time of visa application)
- (10) **(For a tour accompanied by a tour conductor)** Tour conductor's certificate of employment
 - If the tour conductor is not full-time employee of the registered travel agency, submit a copy of the tour conductor's employment contract

REQUIREMENTS OF CONTRACT JAPANESE TRAVEL AGENCY

- (11) Itinerary in Japanese
- (12) Copies of hotel reservation slips
- (13) Copies of domestic transportation service reservation slips (for domestic flights, Shinkansen and express trains, buses, etc.) if applicable