

BUSINESS, CONFERENCE or CULTURAL EXCHANGE, etc.

April 2025

A. PURPOSE

1. Visit Japan for business meeting, advertising, after-sales service, market research, training, etc.
(If a practical training is planned, "Certificate of Eligibility" is required regardless of the length of stay.)
2. Attend international conference, seminar or cultural exchange program, etc.

B. Requirements (Details→https://www.ph.emb-japan.go.jp/itprtop_en/11_000001_00896.html)

※ Downloadable from this website

APPLICANT'S REQUIREMENTS

- (1) Passport (Holder's signature required)
- (2) Photo copy of Passport (Identification page only)
- (3) Application Form ※ (A facial Photo (4.5×3.5cm) must be attached.)
- (4) Employment Certificate/Certificate of Membership
- If applicant is self-employed, submit a Certificate of Business Registration.
- (5) Travel Order/Dispatch Letter

【In case that applicant will shoulder part/all of travel expense】

- (6) Bank Certificate
- (7) Photocopy of Income Tax Return (BIR Form)

INVEITER'S REQUIREMENTS

- (8) Invitation Letter ※
- (9) Itinerary in Japan ※
- (10) Tokibo-Tohon, Company Brochure, Pamphlet or Details of Company/Organization ※
- If inviter is a listed company on a stock exchange, a photocopy of the latest Quarterly Report (Shiki-Ho) can be alternative.
- If inviter is a person (not company or organization), submit his/her Employment Certificate or Business License.
- (11) Proof of Activities in Japan
- Business trip → photocopy or contract, material of transaction or meeting, etc.
- Attend conference/seminar → pamphlet or material of conference/seminar.
- Training → Acceptance Letter of Trainee and Training Schedule
(Training Schedule must include the notes of the necessity of training in Japan, content, method, place, period, daily schedule, person in-charge and language to be used.)

【In case that guarantor will shoulder part/all of travel expense】

- (12) Guarantee Letter ※