

JAPAN VISA REQUIREMENTS

For the SF, LA & Houston consulates

SEND ALL REQUIRED DOCUMENTS TO VISA NETWORK; ADDRESS IS ON THE VISA NETWORK ORDER FORM & WEBSITE.

CHECKLIST:

- Current valid passport:
 1. Must have at least 2 blank “visa” pages
 2. Must be valid for at least 6 months
 3. Passport must be signed!
- 1 (2”x2”) passport color photo: *taken within last 6 months, front-facing, no glasses, white background*
- Original US status: Green card or US Visa
- Application: *complete (typed/handwritten) and signed*
- Original US Company Letter
 1. Include applicant’s Date of Hire
 2. Must be printed in color, full company letterhead
 3. Original signature, by someone other than applicant: *black or blue pen, no digital signatures*
- Original Business Invitation Letter
 1. Must be from company host referenced in US Company letter
 2. Must be printed in color, full company letterhead
 3. Original signature: *black or blue pen, no digital signatures*
- Copy of flight itinerary and hotel confirmation
- Release of Liability letter – for the LA consulate only
- Power of Attorney form – for the Houston consulate only
- Visa Network Order Form

ADDITIONAL NOTES/REQUIREMENTS:

All DATES SHOULD MATCH ON ALL FORMS: dates of arrival/departure according to flight itinerary

San Francisco:

- Original US Status: Green card, US visa, or extension I-797; *no notarized copies accepted*
- Business letter must follow the San Francisco letter format, *reference available on our website*

Los Angeles:

- Copy of the Green card (front and back) or Visa is ok
- Release of Liability letter; *regarding shipping*

Houston:

- Copy of the Green card (front and back) or Visa is ok
- Scanned copy of the Business Invitation Letter is ok
- An Itinerary/Daily Schedule for applicant, to be prepared by the Host in Japan
- Power of Attorney form
 1. Leave “Substitute” sections blank; *our Houston courier will fill-in the information upon submission*

STANDARD PROCESSING TIME: 1-2 WEEKS (UP TO 9-10 BUSINESS DAYS)

NOT ALL RUSH SERVICES ARE AVAILABLE FOR EACH CONSULATE, PLEASE CALL VISA NETWORK (415-693-0330) FOR AVAILABLE RUSH SERVICES LESS THAN 8 BUSINESS DAYS.