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# Japan

## Visa Options for Bangladeshi Nationals

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# Japan: Visa Options for Bangladeshi Nationals

Japan maintains a resident diplomatic mission in Dhaka, Bangladesh.

## Address:

Embassy of Japan  
(Consular & Visa Section)  
Plot No. 5 & 7, Dutabash Road, Baridhara, Dhaka.  
Telephone: +8802-984-0010  
Fax: +8802-984-1591  
Email: consular@dc.mofa.go.jp  
Website: <https://www.bd.emb-japan.go.jp>

## General Visa Information

Weblink: [https://www.bd.emb-japan.go.jp/itpr\\_en/visa.html](https://www.bd.emb-japan.go.jp/itpr_en/visa.html)

## **Visa Related Service Hours**

Distribution of Visa Application Form	09:00am~ 05:00pm	Sunday to Thursday
Submission of Visa Application	09:00am~11:00am	Sunday to Thursday
Gate Close for All Visa Applicants	10:50am	Sunday to Thursday
Interview of Visa Applicant	9:30am~12:00pm	Usually same day after the submission of Documents
Passport Delivery	2:30pm~3:30pm	Usually five working days after interview

**Note:** Minimum 5 working days is required for visa issuance.

## **Visa procedures**

### **a. How to get and fill out the “Visa application forms”?**

- (1) The Japanese visa application forms are distributed at Embassy gate on every working day and are also available online: <https://www.mofa.go.jp/files/000124525.pdf>
- (2) The forms must filled out completely.
- (3) The photos should be 2 inch x 2 inch, taken within 6-months (please see photo requirement).

### **b. How to apply for visa?**

- (1) Hours of submission are **9:00am to 11:00am** on every working day **by the applicant**.
- (2) Submit application with documents.
- (3) Applicant will receive an "application receipt" when application is submitted.
- (4) The Embassy may deny if all required documents are not submitted or 6 months have not passed since last visa refusal.
- (5) It is highly recommended to apply for visa well in advance of the travel.

#### **c. How to attend Interview?**

- (1) Interview time will be held at same time of the submission of application.
- (2) At the end of the interview, applicant will be instructed on how to collect passport.
- (3) This information is written on the application receipt as well.

#### **d. How to get back the passport?**

- (1) Embassy delivers passport and return submitted all original documents from 14:30pm to 15:30pm on the instructed day.
- (2) Applicant has to submit the application receipt.
- (3) If applicant sends someone else to pick it up, prepare the application receipt and authorization with applicant's valid signature.

#### **e. Multiple visa**

If applicant is planning frequent visits to Japan, each stay less than 90 days and no reward activities, a multiple visa for 1 year is available. It is needed to prepare following extra required documents with the application: (i) Explanatory letter (mentioning necessity, frequency of visit and social status, etc), and (ii) Pertaining Proof documents.

#### **f. Non-resident application**

The Embassy does not receive visa application if the applicants are not residents of Bangladesh or not Bangladeshi nationals.

Even if the applicant is a Bangladeshi national but who lives in other country and documents are issued by the country of residence it could take long time for documents verification.

The Visa Section may be contacted in case of a humanitarian case.

#### **g. Fee**

No visa fee is charged for Bangladesh nationals.

#### **h. Contact**

Applicants are advised not to send documents such as letters of invitation, request letter, inquiry letter, etc, via fax or mail directly to the Consular Section. The Embassy does not answer these kinds of communications.

For secret information such as fraudulent applicant, complaint, information leak, etc., a letter may be sent to the "Special unit for visa service" of the Embassy.

### **Required Documents**

Weblink:[https://www.bd.emb-japan.go.jp/itpr\\_en/visadocuments.html](https://www.bd.emb-japan.go.jp/itpr_en/visadocuments.html)

### **Important Notes**

1. Except passport and photos, every document should be provided 1 original and 1 photo copy.
2. Further additional documents may be required.
3. Application with incomplete submission of required documents will not be accepted.
4. Please refer to [MOFA \(Visa and Entering Japan\)](#) for further details.
5. Consult with the Visa Section in case of a humanitarian emergency travel.
6. Photo requirements can be found at:  
<https://www.bd.emb-japan.go.jp/en/visa/photo.html>

#### **i. Visa for Business**

1. Application form;
2. Valid Passport;
3. Old Passport (if any);
4. Two Photos (see photo requirement);
5. Airline Booking Slip (two ways);
6. Hotel Booking during stay in Japan;
7. Tentative schedule in Japan;
8. Employment Certificate (applicant's);
9. Document certifying activity in Japan:
  - (a) Invitation letter;
  - (b) Contract or L/C, related this time's visit (if any); and
  - (c) List of trade goods related this time's visit (if any).
10. Document certifying financial capabilities;
  - (a) Tax-Income certificate (applicant's);
  - (b) Bank statement (applicant's); and
  - (c) If the travel expenses are borne by a guarantor living in Japan:
    - (i) Guarantee letter;
    - (ii) Company Registration of Japanese Company (It is called To-kibo To-hon); and
    - (iii) Employment letter of Japanese Guarantor (Personal business invitation by guarantor only).
11. Document certifying company activities (if any); and
12. Brochures, leaflets, newspaper clippings, etc. (if any).

#### **ii. Visa for Visiting Relatives**

1. Application form;
2. Valid Passport;
3. Old Passports (if any);
4. Two Photos (see photo requirement);
5. Airline Booking Slip (two ways);
6. Hotel Booking during stay in Japan;
7. Invitation letter;
8. Documents certifying or explaining relation to guarantor (if any);
9. Documents certifying financial capabilities:
  - (a) Applicant's Tax-Income certificate (if any);
  - (b) Applicant's Bank Statement; and
  - (c) If the travel expenses are borne by a guarantor living in Japan:
    - (i) Guarantee letter;
    - (ii) guarantor's Tax certificate, Bank statement or Income certificate;
    - (iii) Citizen registration certificate (Jyumin-hyo); and
    - (iv) Certificate of foreigner registration and passport copy (If guarantor is a foreigner only).
10. Family Registration (Koseki-Tohon) (If guarantor is a Japanese only) (If any);
11. Passport copy of Relative in Japan including all visa pages (If relative is a foreigner only) (If any); and
12. Zairyu Card Copy of guarantor.

### **iii. Visa for Sight-seeing**

1. Application form;
2. Valid Passport;
3. Old Passport (if any);
4. Two Photos (see photo requirement);
5. Airline Booking Slip (two ways);
6. Hotel Booking document during stay in Japan;
7. Invitation letter (if you have a guarantor);
8. Document certifying or explaining relations to the guarantor (if there is a guarantor);
9. Document certifying financial capabilities:
  - (a) If the travel expenses are borne by applicants:
    - (i) Tax-Income certificate (if any); and
    - (ii) Bank Statement.
  - (b) If the travel expenses are borne by a guarantor living in Japan:
    - (i) Guarantee letter;
    - (ii) Tax certificate, Bank statement or Income certificate; and
    - (iii) Citizen registration/certificate of foreigner registration and passport copy.

### **iv. Visa for transit**

1. Application form;
2. Valid Passport;
3. Old Passport (if any);
4. Two Photos (see photo requirement);
5. Airline Booking Slip;

6. Hotel Booking document during stay in Japan;
7. Visa of the destination country;
8. Document certifying financial capabilities:
  - (a) Tax-Income certificate (if any)
  - (b) Bank statement

\*Embassy does not accept transit visa to impractical destination, such as Tokyo-Seoul transit from Dhaka.

**v. Visa for other short-term visits**

(Short term training, seminar, meeting, examination, competition etc.)

1. Application form;
2. Valid Passport;
3. Old Passport (if any);
4. Two Photos (see photo requirement);
5. Airline Booking Slip;
6. Hotel Booking document during stay in Japan;
7. Document certifying the purpose;
8. Document explaining the purpose (if any);
9. Document certifying financial capabilities:
  - (a) If the travel expenses are borne by applicants:
    - (i) Income certificate which issued by government (if any); and
    - (ii) Bank Statement or travel order by applicant's organization.
  - (b) If the travel expenses are borne by a guarantor living in Japan:
    - (i) Guarantee letter.
10. Employment Certificate (if any); and
11. Tentative schedule in Japan (if any).

**vii. Visa for work (Specialist in Humanities, skilled labour, Engineer etc.)**

1. Application form;
2. Valid Passport;
3. Old Passport (if any);
4. Two Photos (see photo requirement);
5. Eligibility certificate;
6. Resume;
7. Document explaining activity of applicants in Japan (if any);
8. Document explaining activity of company in Japan (if any);
9. All former employment certificates (if any); and
10. Original Academic Certificates and photo registration card (if any).

**viii. Visa for Teaching or Research (Professor, Researcher, Cultural activities)**

1. Application form;
2. Valid Passport;
3. Old Passport (if any);
4. Two Photos (see photo requirement);
5. Eligibility certificate (not required in case of sponsored by JSPS and JICA);

6. Document certifying the activity in Japan (if any);
7. Acceptance letter including work conditions issued by a Japanese institute (if any);
8. Employment certificate (if any); and
9. Original Academic Certificates (if any).

#### **ix. Visa for Training**

1. Application form;
2. Valid Passport;
3. Old Passport (if any);
4. Two Photos (see photo requirement);
5. Eligibility certificate (not required in case of sponsored by JSPS, JICA, and other governmental organizations);
6. Document certifying proves the activity in Japan (if any);
7. Accept letter issued by Japanese institute (if any);
8. Employment certificate (if any);
9. Original Academic Certificates (if any); and
10. Tentative schedule for Training in Japan (if any).

#### **x. Visa for Study (College/University)**

1. Application form;
2. Valid Passport;
3. Old Passport (if any);
4. Two Photos (see photo requirement);
5. Eligibility certificate (not required for Japanese Government Scholarship awardees);
6. Resume (Japanese Government Scholarship awardees are not required);
7. Acceptance letter issued by a Japanese institute (if any);
8. Original academic certificates and photo registration cards (if any);
9. Document certifying financial capabilities (if any); and
10. Payment receive receipt and remittance receipt for tuition (if any).

#### **xi. Visa for Study (Japanese Language School)**

1. Application form (duly filled up);
2. Passport and 2 photos (2 inch X 2 inch with white background);
3. Certificate of Eligibility (Original);
4. Admission certificate from Japanese language school in Japan;
5. Receipt for admission/tuition fee from Japanese language school;
6. Certificate of Japanese Language proficiency Test N1-N5;
7. Language school certificate from language school in Bangladesh;
8. Academic certificate, Registration card, Mark sheet of S.S.C. and H.S.C.;
9. Valid airlines booking slip;
10. Bank Statement for 6 months from financial supporter;
11. Tax certificate & paid amount receipt for 3 years from financial supporter;
12. Family tree with necessary passport copy /NID card/ Nikahnama to prove relationship with financial supporter (if supporter is not applicant's parents);
13. Information for Language School in Bangladesh: School photo, Representative name,

Contact No., Address; and  
14. Japanese Text Book (Original).

#### **xii. Visa for Dependent (Dependent of long-term resident)**

1. Application form;
2. Valid Passport;
3. Old Passport (if any);
4. Two Photos (see photo requirement);
5. Eligibility certificate;
6. Marriage certificate (Nikhanama/Special Marriage Act, etc.);
7. School certificate (if any);
8. Family certificate issued by governmental institute (if any);
9. Passport copy of spouse who in Japan including all visa pages (if any); and
10. Zairyu Card copy of guarantor.

#### **xiii. Visa for Spouse of Japanese National / Spouse of permanent resident**

1. Application form;
2. Valid Passport;
3. Old Passport (if any);
4. Two Photos (see photo requirement);
5. Eligibility certificate;
6. Marriage certificate (Nikanama/Special Marriage Act etc.);
7. Family Registration, "Koseki Tohon" of the spouse who in Japan (Japanese only) (If any);
8. Passport copy of Spouse living in Japan including all visa pages (Bangladeshi only) (If any); and
9. Jyuminhyo of guarantor.

#### **xiv. Visa for Officials or Diplomats**

1. Application form;
2. Valid Passport;
3. Two Photos (see photo requirement);
4. Note Verbal or Government Order;
5. Invitation letter (if any); and
6. Flight Schedule.

#### **Guidelines for filling out Japanese Visa Application Form**

Weblink: [https://www.bd.emb-japan.go.jp/itpr\\_en/guideline.html](https://www.bd.emb-japan.go.jp/itpr_en/guideline.html)

A filled-in sample visa application form can be found here:

<https://www.bd.emb-japan.go.jp/en/visa/sample.pdf>

#### **General notice**

- All applicants must sign application, and all applicants are personally responsible and accountable for the answers on the application forms, even if someone else fills it out.



- Make sure the all phone numbers must be collect.
- Respond to all the questions. If you have no response for a question, put “none”, “nil” or “N/A”.

### **Name**

- If your name on your Passport is “MD Shafiqul Khan”, put your surname as “Khan”, put your given and middle name as “MD Shafiqul”.
- Do not use any titles such as “Mr.”, “Mrs.”, “Dr.” in the name box.
- If your name on your passport uses initials, you must list your full name in the “Different name used” box.

### **Purpose of Journey to Japan**

- You must provide specific purpose or choice word from our visa categories. Do not put only Visit, Travel, Work, etc. You must put as for Business, for Relatives visit, for Sight-seeing, for work as Specialist in Humanities, to live with my husband as Dependent.

### **Home address**

- You must provide specific contact and address information. Do not put only city name such as Gulshan2, Dhaka. You must provide House number, Road number, Plot number, etc. No land readjustment area such as Village must provide covered Police station name, covered Post office name, covered Public office name.

### **Profession or occupation**

- You must provide specific work. Do not put as only Business, Job, Private Service, Students. You must put as Medicine businessman, Car businessman, Sales staff, Office clerk, Trader, Teacher, University student (2<sup>nd</sup> year), Class V student, College student (HSC), etc.

### **Name and address or firm or organization to which applicant belongs**

- Please refer to the afore-mentioned Home address instructions.

### **Address of hotels or names and addresses of persons with whom applicant intends to stay**

- You must provide specific contact and address information in Japan. Do not put only address. Put name first and address such as “Guarantor’s house, 1-1-5 Chiyoda-ku, Tokyo”, “Husband’s house 2-2-5, Yokohama city, Kanagawa”, “Gaimu Hotel, 1218 Toyama city, Toyama”.

You must remember all applicants are personally responsible and accountable for the answers on your application forms. Do not put false hotel reservation.