

# **BUSINESS VISA**

## **FOR NON-KUWAITI NATIONAL**

**IMPORTANT : PLEASE BE SURE OF THE FOLLOWINGS BEFORE YOU APPLY**

- DUE TO THE HIGH VOLUME OF APPLICANTS, PLEASE BE NOTED THAT LAST MINUTE APPOINTMENT REQUEST IS STRICTLY NOT ACCEPTABLE, AND NOT AVAILABLE.**
- CONTACT THE EMBASSY TO GET APPOINTMENT AT LEAST 1 MONTH BEFORE YOUR DEPARTURE FROM KUWAIT** for the trip to Japan, to secure your appointment well ahead of time (noting that single-entry VISA is valid for 3 months from the date of issue).  
**<IMPORTANT — HIGH SEASON>**  
→ If you are going to Japan during the high season, such as (a) Eid Al Fitr, (b) Eid Al Adha, (c) **SUMMER (June-July-August)**, (d) New Year or (e) March and April, you must secure your appointment **AT LEAST 1.5 – 2 MONTHS in advance.**
- By the time answering your appointment request call, the Embassy will **ONLY LOOK FOR THE NEAREST AVAILABILITY OF THE APPOINTMENT OF THE MOMENT (SUBJECT TO CHANGE)**, and is **NOT RESPONSIBLE FOR ANY INDIVIDUAL'S (including commercial/ business) TRAVEL SCHEDULE UNDER ANY CIRCUMSTANCES.** **FURTHER, THE EMBASSY CANNOT ACCOMMODATE ANY PERSONAL (AND COMMERCIAL) SITUATION.**  
→ **EACH APPLICANT IS RESPONSIBLE FOR THEIR OWN SCHEDULE :**
  - when to start preparing all required documents
  - when to approach to the Embassy for taking appointment based on their own flight schedule, by noting that:
    - last minute appointment is **NOT** available
    - VISA assessment takes **6 WORKING DAYS OR MORE** from the date of acceptance
- If the date of your departure from Kuwait for the trip to Japan is earlier than :
  - the nearest availability of the appointment **AND**
  - the date we will finalize the assessment (**6 WORKING DAYS OR MORE**)→ WE CANNOT ACCEPT YOUR APPLICATION unless you change (delay) your
  - flight schedule **AND**
  - hotel reservations accordingly.
- THE EMBASSY WILL NOT BE LIABLE FOR ANY FINANCIAL LOSS AND ANY KINDS OF DAMAGE** incurred to applicants under any circumstances.

↓ **NEXT PAGE : REQUIREMENT LIST** ↓

## BUSINESS VISA REQUIREMENTS – FOR **NON-KUWAITI** NATIONALS

- **DO NOT USE STAPLER ON ANY DOCUMENT** – remove all if there is any
- All documents must be printed by **“SINGLE-SIDED”** only

### ↓ DOCUMENTS PREPARED BY THE **APPLICANT** ↓

1.	VISA Application	<ul style="list-style-type: none"> <li>Application Form → <a href="#">HERE</a> / Sample → <a href="#">HERE</a></li> <li>Application can be filled by hand, or typing on the PC.</li> <li><b>2<sup>ND</sup> PAGE OF THE APPLICATION MUST BE SIGNED BY THE EACH APPLICANT WITH DATE.</b></li> </ul>
2.	Photo	<ul style="list-style-type: none"> <li><b>1 PIECE ONLY</b></li> <li><b>PASTE THE PHOTO WITH GLUE (NO STAPLER)</b> on the 1<sup>st</sup> page of the application (upper right)</li> <li><b>PHOTO MUST BE ALREADY PASTED BY THE APPLICANT</b> before submission</li> <li>Background Color: white</li> <li>Size: 45mm × 35mm</li> <li>Taken within 6 months only – old photo will be refused</li> </ul>
3.	Salary Certificate	<ul style="list-style-type: none"> <li><b>MUST BE ORIGINAL (COPY IS NOT ACCEPTABLE)</b></li> <li><b>SIGNED AND STAMPED BY THE COMPANY</b></li> <li>Issued within <b>3 months</b> only</li> <li>Arabic is acceptable</li> </ul>
<b>+ &lt;Additional&gt;</b> Company / Signature Registration		<ul style="list-style-type: none"> <li>In Arabic: اعتماد توقيع</li> <li><b>ONLY</b> if you are working at PRIVATE company</li> </ul>
4.	Personal Bank Statement	<ul style="list-style-type: none"> <li>For the <b>recent 3 months</b></li> <li>Must show <b>3 times of salary transfers</b></li> </ul>
5.	Flight Reservations	<ul style="list-style-type: none"> <li>IN and OUT to / from Japan</li> <li>Must clearly show the followings :                             <ul style="list-style-type: none"> <li>(1) name of <b>EACH PASSENGER</b></li> <li>(2) dates of departure and arrival</li> <li>(3) times of departure and arrival</li> <li>(4) flight numbers</li> </ul> </li> </ul>
6.	Hotel Reservations	<ul style="list-style-type: none"> <li><b>WHOLE PERIOD OF STAY IN JAPAN</b> – matching with your flight schedule</li> <li>Must clearly show the followings:                             <ul style="list-style-type: none"> <li>(1) date of Check-IN and Check-OUT</li> <li>(2) name of guest(s)</li> </ul> </li> </ul>
↓ <b>CONTINUE TO THE NEXT PAGE</b> ↓		
7.	Passport	<ul style="list-style-type: none"> <li><b>ORIGINAL</b></li> </ul>

		<ul style="list-style-type: none"> <li>Application without the original passport will be refused</li> </ul>
8.	Copy of Passport	<ul style="list-style-type: none"> <li>1 piece only</li> </ul>
9.	Copy of Civil ID	<ul style="list-style-type: none"> <li>1 piece only</li> <li>You must present your ORIGINAL Civil ID when entering the Embassy</li> </ul>
<div> <div>↓</div> <div>DOCUMENTS PREPARED BY RECEIVING COMPANY/AUTHORITY/INVITER IN JAPAN</div> <div>↓</div> </div>		
10.	Invitation Letter	<ul style="list-style-type: none"> <li>Invitation Letter Form → <a href="#">HERE</a></li> <li>The Japanese company's own form is also accepted</li> </ul>
11.	Daily Schedule in Japan	<ul style="list-style-type: none"> <li>Daily Schedule (Itinerary) Form → <a href="#">HERE</a></li> <li>The Japanese company's own form is also accepted</li> </ul>
12.	Guarantee Letter	<ul style="list-style-type: none"> <li>Guarantee Letter Form → <a href="#">HERE</a></li> <li>The Japanese company's own form is also accepted</li> </ul>
<div> <div>↓</div> <div>ADDITIONAL REQUIREMENTS FOR MULTI-ENTRIES</div> <div>↓</div> </div>		
13.	Statement of Reason for Applying Multiple-entry VISA	<ul style="list-style-type: none"> <li><b>Prepared by the applicant's company in Kuwait</b></li> <li><b>ORIGINAL</b></li> <li>Signed and stamped by the applicant's company in Kuwait</li> </ul>
14.	Statement of Reason for Applying Multiple-entry VISA	<ul style="list-style-type: none"> <li>Statement of Reason Form → <a href="#">HERE</a></li> <li><b>Prepared by the inviter in Japan</b></li> <li>The Japanese company's own form is also accepted</li> </ul>
15.	One-year Schedule	<ul style="list-style-type: none"> <li>Daily Schedule (Itinerary) Form → <a href="#">HERE</a></li> <li><b>Prepared by the inviter in Japan</b></li> <li>The Japanese company's own form is also accepted</li> </ul>

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