

Checklist for Single-Entry Short-Term Stay VISA

(Purpose of Tourism (NOT for visiting relatives/friends) - For stays of more than 24 hours up to 90 days)

Please **do NOT** staple/clip/tab/put sticky notes on documents

Each applicant must submit each own set of documents

We do NOT make copies

☐	1. VALID ORIGINAL PASSPORT and ONE COPY OF PASSPORT'S MAIN PAGE * Passport must have at least one completely blank visa page.
☐	2. ONE COMPLETED VISA Application Form (For nationals of Russia, Ukraine, Belarus, Georgia and other CIS nationals: <u>TWO Application Forms</u>) * Please type or print legibly in black/blue ink (not pencil). * Please do not leave any questions blank (Please write N/A if the question does not apply to you). * Your signature must match your passport signature. Please write E-MAIL address on form.
☐	3. ONE PHOTO stuck to application form (45 mm x 35 mm) /Front shot/White background/ Taken within the past 6 months) (For nationals of Russia, Ukraine, Belarus, Georgia, and other CIS nationals: <u>Two identical photos</u>)
☐	4. COPY of Polish Residence Card or Polish D-type Visa (Please submit copies and original to verification. Copies must be clear and legible.)
☐	5. SCHEDULE OF STAY (Day to Day Schedule) Please write hotel information including address & phone numbers.
☐	6. FLIGHT TICKETS RESERVATION that must show your arrival(s) into Japan from Poland and your departure(s) from Japan to any country. The itinerary must be from a website or airline company. PLEASE NOTE: We are not responsible for purchased flight tickets, which are unusable due to delay or denial of visa.
☐	7. Accommodation bookings * PLEASE NOTE: Payment confirmation is not required before visa acquisition. We are not responsible for paid hotels, which are unusable due to delay or denial of visa.

	8. APPLICANT'S BANK STATEMENT/S with sufficient funds * Bank statement must show your full name, current balance, account number. * Issued within the last month.
☐	* Funds in foreign currency must be calculated into PLN, USD or EUR * In case of sponsored trip: sponsor letter written by financing party with their bank account statement with current balance and copy of passport's main page.
☐	9. For spouse and children applicants ☐ Copy of Marriage Certificate w/ Translation ☐ Copy of Birth Certificate w/ Translation ☐ Sponsor Letter
☐	10. VISA FEE * Cash only * Please bring exact amount * Visa fee exemption: Nationals of Russia, Ukraine, Belarus, Georgia, and other CIS nationals, Bangladesh, Pakistan, Philippines, Malaysia.

- * Please do NOT staple or clip documents.
- * Visa applications must be submitted in person or by proxy with written letter of authorization.
- * All documents must be written in Polish, English or Japanese.
- * Please submit a set of documents for each applicant. You may not share your documents. **We do not make copies.**
- * All documents must show your full name. We may request additional documents.
- * In case of lack of required document, visa application is not accepted. *
Visas take a minimum of 5 business days to process, please apply for your visa ahead of time.
- * Our office does not offer expedited services.
- * This visa is valid for 3 months once issued to enter Japan.
- * Please note that we issue only single-entry visas for these types of travel documents.