

## **Visa application for temporary stay "Business" up to 90 days**

Business = "Short-term business affairs" (without receiving remuneration), incl. participation in meetings, cultural exchange, exchange between municipalities, sports exchange, business liaison, conference, business meeting, contract signing, after-sales service, advertising, market research etc.

### **NOTE!**

We can only accept visa applications from persons who are staying in Poland for at least 14 days before departure to Japan.

### **Required documents:**

#### Applicant:

- Passport
- Non-Polish and non-EU citizens: valid residence permit for Poland
- [Visa application form](#) \*
- 1 passport photo \*
- Certificate of employment (freelancer or self-employed applicants, please submit an extract from the commercial register)
- Flight connection to Japan

*\*Citizens of CIS States, Georgia and Ukraine please submit 2 application forms and 2 passport photos.*

#### From Japan, e.g. clients, business partners, business customers: \*

- [Pledge Certificate](#) in duplicate
- [Letter of Invitation](#)
- [Letter of Guarantee](#)
- [Schedule of Stay](#)

*All documents from Japan can be submitted as copies.*

\* If you do not have any contact in Japan, but would like to travel to Japan for business purposes, e.g. as a self-employed business owner, please submit a detailed letter of explanation (English or Japanese). Your application will then be reviewed.

The Embassy reserves the right to request additional documents.

### **Processing time and fee:**

The usual processing time is approx. 5 working days.

The usual processing time is approx. 5 working days.

Visa issuance is free of charge for Polish and most EU citizens. For other nationalities a fee of 103,-PLN may apply. The applicants will be informed of the amount of the fee on the day of application. The fee (cash only) is due upon collection of the visa.

### **Procedure regarding entering Japan:**

#### **1. PCR test**

A negative PCR test result must be provided within 72 hours before departure from the country (departure time of your flight). Additionally the applicant should obtain the certificate of negative test result filled and signed by a medical institution.

Please use the following format ([Word](#)) for the certificate of negative test result.

If the applicant cannot find a medical institution which accepts the above mentioned format, a document in an optional format with all the required information in English is acceptable, though omitting any of the information listed in below may result in denial of permission to entry into Japan in accordance with the Immigration Control and Refugee Recognition Act.

The optional form must contain:

- Personal data: full name, passport number, nationality, date of birth, gender
- Test data: test method, test result, date and time of specimen collection, date of determination of test results, date of issuance of test certificate, name and address of medical facility

Important: The address, the signature of the doctor and the official seal of the medical institution are required.

#### **2. Quarantine measures**

Even if you travel to Japan with a negative PCR test result within 72 hours prior to departure, you will be asked to undergo another PCR test upon arrival in Japan.

Please also note the following requirements when entering Japan:

- You will have to stay in quarantine for 14 days either at your place of residence or at a location designated by the quarantine station chief.
- It is prohibited to use public transportation to your place of quarantine. This includes trains, busses, taxis and national flights.