

## **VI. VISA FOR ENTERING AND STAYING IN JAPAN**

Fellows must possess a valid passport and a visa obtained from an overseas Japanese Embassy or Consulate to enter into Japan. Without the necessary visa, upon arrival they will not be granted permission to enter Japan.

However, Fellows whose countries have a reciprocal visa exemption agreement with Japan do not need to acquire a visa but can apply for landing permission upon arrival so long as their stay is for a short-term (generally up to 3 months) and is not for profit-making or paid activities. (As of February 2008, Japan had concluded visa exemption arrangements with 62 countries.)

Therefore, Fellows should ask the nearest Japanese Embassy or Consulate whether or not they need to obtain an entry visa in advance. Those who are required to obtain a visa must submit the necessary visa application.

Fellows on short-term stays are normally given a "temporary visitor" visa status.

Fellows will need to take care of their own visa application processing; JSPS is not in a position to answer detailed inquiries regarding visa applications. Before applying for a visa, Fellows should inquire at the nearest Japanese Embassy or Consulate to obtain information on the application procedure and necessary application documents.

If needed, Fellows should ask their hosts to prepare necessary documents for their visa applications.

If a Fellow intends to be accompanied by family members, he/she will also need to ask the host to prepare the necessary documents for their visa applications. JSPS does not issue documents for inviting family members.

The Ministry of Foreign Affairs websites providing entry visa information are as follows:

Japanese: <http://www.mofa.go.jp/mofaj/toko/visa/annai/index.html>  
English: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

### **1. POINTS TO KEEP IN MIND WHEN APPLYING FOR A VISA**

Fellows should inquire at the nearest Japanese Embassy or Consulate as to whether or not they need to acquire an entry visa; and, if so, to obtain the detailed procedures for making a visa application.

Fellows should consider the following points in timing the submission of their visa application:

- (1) It may take two or more months to obtain final approval of a visa application.
- (2) A visa is generally valid for 3 months from date of entry into Japan (in some cases, it may be valid for a shorter period.)
- (3) The Fellow must enter Japan within 3 months of the date the visa was issued.

NOTE: Visas are issued based on the purpose of the applicant's visit. Fellow should make clear the following points when inquiring about a visa at a Japanese Embassy or Consulate:

- (1) That their visit is for a short-term
- (2) That their visit is based upon an invitation from a host researcher in Japan for the purpose of exchanging of views, holding discussions, and giving lectures
- (3) That their activities in Japan are not paid activities (not work)
- (4) That their expenses during their stay will be covered by the JSPS Fellowship
- (5) That they will not be employed by JSPS.

## **2. PROCEDURE**

When Fellows are required to apply for a visa, they must follow the instructions of the visa section of the Embassy or Consulate.

The following is additional information about applying for an entry visa.

### **(1) Documents Required**

The following are the documents that a Fellow is generally requested to supply when submitting a visa application:

- 1) A passport
- 2) Roundtrip air ticket or voucher issued by JSPS, authorized travel agent.
- 3) A copy of the Award Letter from JSPS \*
- 4) A copy of the Certificate of Financial Support issued by JSPS \*
- 5) An invitation letter from the host researcher or host institute
- 6) A copy of his/her application form to JSPS (Form 2) or complete curriculum vitae
- 7) Two passport photographs (4.5 cm x 4.5 cm) taken within the previous six months
- 8) An extract from the JSPS Law
- 9) Other documents -----See the next section (2).

Note: With regard to the Award Letter and Certificate of Financial Support, Fellows should submit a copy of each, as the originals may still need to be used for other purposes. (However, the originals should also be brought when applying in case the Embassy or Consulate should ask to see them.)

### **(2) Documents Provided by Host Researchers**

Fellows may be required to submit the two documents listed below. In such cases, the host researcher should prepare the documents upon the Fellow's request. Fellows should ask their host researcher to prepare these documents at least one month before they apply for a visa.

- 1) An official invitation letter  
This letter must state that the host invites the Fellow to his/her institute to conduct collaborate research. (In some cases, it is required that this letter be issued by the host institute.)
- 2) A letter of guarantee  
This letter must be prepared by the host researcher. He/she will need to know the Fellow's flight number and entry date to prepare the document. Fellows should, therefore, decide their schedules in consultation with their host as early as possible.

The format for this letter can be found on the following Ministry of Foreign Affairs websites:

Japanese: <http://www.mofa.go.jp/mofaj/toko/visa/annai/index.html>  
English: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

NOTE (\*):

JSPS does not reissue the Award Letter or the Certificate of Fellowship Award. (JSPS issues only one original document of the "Award Letter" addressed to the Fellow, and two original documents of the "Certificate of Financial Support," one sent to each the Fellow and the host.)

If Fellows are requested to submit these documents to the Embassy/Consulate of Japan to obtain an entry permit or visa, they should explain that there is only one original which they must retain, and submit a copy of the requested documents.