ATTENTION: You are kindly requested to arrange Required Documents in accordance with an order as listed below before picking a ticket. Failure to do this will cause you to pick a ticket once again.

**Required Documents**

- Passport
- Visa Application Form & one photograph (4.5cm X 4.5cm)
- Copy of KTP
- Copy of Student Card (only if the applicant is still registered as college student)
- Flight itinerary issued by travel agency or airline office
- Itinerary with information on places you plan to visit and stay.
- Documents certifying the relationship between you and your relatives living in Japan
- Documents certifying the relationship between you and your friends/acquaintances living in Japan (such as photos, letters etc.)
- Copy of documents certifying the relationship between each applicants, such as family registration card, etc (for group applicants only)
- Copy of immigration documents showing legal status of your Japanese family living in Indonesia (such as KITAS)
- Copy of documents certifying the relationship between you and your Japanese family living in Indonesia (such as koseki tohon, marriage certificate)
- Certificate of Employment
- Invitation Letter
- Proof of sufficient funds to defray all the expenses while in Japan

**a.** If you, your relative/friend in Indonesia, or organization/institution where you belong to pay for your trip:
- Copy of bankbook/bank statement for recent 3 months (if you are not paying for your trip, you must submit documents certifying the relationship between you and the one who pays for your trip as well)
- Letter from organization/institution where you belong which certifies a purpose of visit

**b.** If your relatives/friends in Japan, or organization/institution in Japan pay for your trip:
- Letter of Guarantee
- Copy of documents on the guarantor (choose one):
  - Nouzei Shomeisho which shows annual income
  - Kakutei Shinkokusho Hikae
  - Shotoku Shomeisho
  - Copy of bank statement for recent 3 months
  - Copy of bankbook for recent 3 months
  - Certificate of Employment with information on duration of employment and amount of annual income
  - Domicile Certificate (juminhyo). If the Guarantor is a foreigner living in Japan, he/she must submit copy of his/her Alien’s Registration Certificate/card

**Notes:** Additional document will be required if necessary.

**Copy of the legal registration (tokibotohon) or an Overview of the Company/Organization in Japan (Employment certificate of the invitor should the invitation is personal)**