

No. 9

## **Long Term Stay or Working Visa with Certificate of Eligibility (COE) (For Non-Thai Nationals)**

Non-Thai nationals wishing to apply for a long term stay or working visa should obtain a Certificate of Eligibility (COE) from an immigration office located in Japan before applying for a visa. Please read “General Information for Non-Thai Nationals” carefully before submitting your application.

- (1) Passport (with minimum 2 blank pages. Please present your old passports, if any)
- (2) Application form (available at JVAC or can be downloaded from the website)
- (3) One photograph taken within the last 6 months. (must be 2x2 inches, black and white or color with plain background)
- (4) Questionnaire (available at JVAC counter or can be downloaded from the website)
- (5) Certificate of eligibility (original and a photocopy)
- (6) Qualified applicant is eligible to apply by a representative on behalf. In such case authorization letter must be submitted. Please read “General Information for Non-Thai Nationals”.

### **Remarks:**

- (1) If the documents are insufficient or incomplete, we may not be able to accept your application.
- (2) On the date of application, JVAC will hand you a receipt in exchange for your passport and you will find the collection date of your passport on the receipt. The average time required for the necessary examination is 5 working days, but in some cases the Embassy will request additional documents or an interview, which will take longer. If you have not heard from us more than 10 days after your application, you can call us and check progress by quoting the 8 digit barcode number on your receipt.

For more information, please contact JVAC or Visa Section by phone. English speaking staff will assist you.

- The Embassy of Japan, Consular Division, Visa Section  
Tel: 02-207-8503 02-696-3003  
Fax: 02-207-8511
  
- Japan Visa Application Centre (JVAC)  
Tel: 02-251-5197-8  
Fax: 02252-3249