

## Outline of Application Procedures for Japanese Multiple Entry Visas for Russian Nationals

The following is an outline of application procedures for Russian nationals who apply for a multiple-entry temporary visitor's visa (for a stay in Japan of up to 90 days) for such purposes below. The qualified visa holders of 1 (business purpose) and 2 (cultural or intellectual) below are permitted to enter Japan for another purpose (for example Tourism, visit relatives/acquaintances) from the second visit.

**In either case, it is not allowed to perform any activities to undertake revenue-generating business operations or activities to receive remuneration.**

<p><b>1. Applicants with business purpose*Period of stay 90days, Longest validity 5 years</b> Persons that fulfils one of the following conditions (including technician or specialist)</p> <ol style="list-style-type: none"> <li>(1) A regular employee of public(government) enterprise</li> <li>(2) A regular employee of private company which is listed on the stock exchange(including Russia, other countries and regions)</li> <li>(3) A regular employee of Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management bases in Japan</li> <li>(4) A regular employee of venture company and subsidiary company or a branch office of a company which is listed on the stock exchange in Japan (including Russia and other countries and regions)</li> <li>(5) A regular employee of a private company with constant business transactions with a Japanese company which is listed on the stock exchange in Japan</li> <li>(6) A regular employee with more than three travel records to Japan for business purpose in the last year. A regular employee with more than 10 travel records for business purpose in the last three years.</li> </ol> <p><b>2. Applicants for cultural and intellectual figures, etc. *Period of stay 90days, Longest validity 5 years</b> Persons who fulfil one of the following qualifications. It is not necessary to have any travel records to Japan.</p> <ol style="list-style-type: none"> <li>(1) An artist (Fine Art, Literary Art, Music, Stage Play, Dance etc.)</li> <li>(2) A specialist in humanities(Literature, Law, Economics etc.) or a scientist(Technology, Medicine etc.) who has relevant accomplishments</li> <li>(3) A lawyer, certified public accountant, patent attorney, judicial scrivener, notary, medical doctor who has a national or international qualification and actually working as the same position</li> <li>(4) An amateur sports player who has relevant accomplishments</li> <li>(5) A full-time professor, assistant professor, or lecturer of a university or a college</li> <li>(6) A director or higher post of a national or public research institution or a museum</li> <li>(7) A Diet member, government official, local assembly person, local government official</li> </ol> <p><b>3. Tourism or Visiting Relatives/Acquaintances *Period of stay 30days, Longest validity 3years</b> The applicant must have either</p> <ol style="list-style-type: none"> <li>(1) traveled Japan at least once in the last three years for short term visit. The applicant must be able to cover travel expense.</li> <li>(2) A regular employee with a sufficient level of finance capability</li> </ol> <p><b>4. Spouse of above 1,2 and 3 (2) or Child of above 1,2 and 3</b></p>
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**【General Remarks】** Be sure to read the followings.

1. Prior to a visa application, the applicant needs to prepare “Documents provided from Japan” listed on page 5, from an inviting person/guarantor. It is not examined the papers to the Japanese Embassy/Consulate-General or Ministry of Foreign Affairs in Japan from the inviting person/guarantor directly!  
(Note 1) Since procedures for the visa application may take a considerable time, the documents should be prepared and sent to the visa applicant well in advance.  
(Note 2) The inviting person/guarantor is recommended to keep a copy of the documents in case of further inquiry.
2. The visa applicant needs to prepare a passport, two photos, two visa application forms and other necessary

documents in addition to the above-mentioned documents. As the required documents vary depending on the local situation and the purpose of the visit, please contact the Embassy/Consulate-General with jurisdiction over the visa applicant's place of residence directly.

3. When all required documents are prepared, the visa applicant may submit the application at the Japanese Embassy/Consulate-General with jurisdiction over his/her place of residence. The application will not be accepted in Japan. The documents must be valid at the time of application and must be submitted within three months of their date of issue. Any documents submitted at the time of application will not to be returned to the applicant, with the exception of his/her passport.
4. The examination period is approximately one week, though it may vary depending on the details of the application. The applicant may be required to submit additional documents which are deemed necessary for the examination. The documents may be forwarded to the Ministry of Foreign Affairs in Tokyo in order to further examination if necessary.
5. There could be cases that applicants who fulfill the qualification above are issued no visa or only single entry visa due to other reasons.
6. The period of validity cannot be extended.

**Contact point for inquiries about visa application procedures and examination status**

*Inquiries about the reason for refusal of visa issuance are not accepted.*

**(In Japan)**

● **The Ministry of Foreign Affairs Visa Information Service : 03-5501-8431**

- This telephone service uses an automated answering system. The number accepts the following inquiries.
  - ① Required documents for the visa application.
  - ② Inquiries about the present status of the visa examination in the Ministry of Foreign Affairs.
  - ③ General inquiries about the visas.
- When you are connected, follow the voice guidance to operate your phone.
- Inquiries about the status of the visa examination are accepted from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. on weekdays.
- In order to make inquiries about the status of the visa examination, the “reference number” of the application documents forwarded to the Ministry of Foreign Affairs in Tokyo is necessary, as well as the name of Japanese Embassy or Consulate-General where the application documents were submitted.

● **Center for Consular Services, Visa Information Section, The Ministry of Foreign Affairs (2-2-1, Kasumigaseki, Chiyoda-ku, Tokyo)**

- General inquiries concerning visas: Mon – Fri, 9 a.m. to 12:30 p.m., 1:30 p.m. to 5 p.m.

● **The Ministry of Foreign Affairs website: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)**

**(In Russia)**

- **The Japanese Embassy in Russia** (Jurisdiction: Russia (except for regions that fall under the jurisdiction of the Consulates-General below) and Armenia)  
**TEL 7-495-229-2520**
- **The Japanese Consulate-General in Khabarovsk**  
(Jurisdiction: Buryat Republic, Sakha Republic (Yakutia), Khabarovsk Region, Amur Province, Irkutsk Province, Chita Province, Jewish Autonomous Region and Agin-Buryat Autonomous District)  
**TEL 7-4212-413048**
- **The Japanese Consulate-General in St. Petersburg** (Jurisdiction: Leningrad Province and **St. Petersburg City**)  
**TEL 7-812-336-7673**
- **The Japanese Consulate-General in Vladivostok** (Jurisdiction: the Maritime Region, Kamchatka Region and Magadan Province)  
**TEL 7-423-226-75-73**
- **The Japanese Consulate-General in Yuzhno-Sakhalinsk** (Jurisdiction: Sakhalin Province)  
**TEL 7-4242-726055**

**For other overseas diplomatic missions: [http://www.mofa.go.jp/about/emb\\_cons/over/index.html](http://www.mofa.go.jp/about/emb_cons/over/index.html)**

**Lists of Basic Documents to be Submitted for Multiple-Entry “Temporary Visitor” Visa Application  
(For Russian Nationals)**

	<b>Applicants as business persons</b>	<b>Applicants for cultural &amp; intellectual figures etc.</b>
Purpose of Visit	<ul style="list-style-type: none"> <li>◆ Business affairs (business liaison, business consultation, contract signing, after-sales services, advertising, market research)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Cultural exchanges</li> <li>◆ Exchanges between municipalities</li> <li>◆ Sports exchanges Academic exchanges</li> <li>◆ Participation in meetings/conferences</li> </ul>
Documents to be submitted	<p><b><u>(Provided by visa applicant)</u></b></p> <ol style="list-style-type: none"> <li>(1) 2 visa application forms</li> <li>(2) 2 photos</li> <li>(3) Passport</li> <li>(4) Certificate of Employment, (Specified tenure period of current job, salary, job title)</li> <li>(5) Document of business trip order</li> <li>(6) Documents proving the applicant’s company who qualify under one of the following sub-categories               <ol style="list-style-type: none"> <li>① Government enterprises</li> <li>② Companies listed on the stock exchange (including Russian and other countries and regions)</li> <li>③ A Japanese company that is a member of the Japan Chamber of Commerce and has a management base in Japan</li> <li>④ Joint corporations that co-invested with Japanese companies (as well as Russian and other countries and regions) that are listed on the stock exchange in Japan, and subsidiary companies or representative offices of those Japanese Companies</li> <li>⑤ Companies that have continual transactions with Japanese companies that listed on the stock exchange in Japan</li> <li>⑥ Document (passport) with certified travel record of visiting Japan for business reason at least 3 times in a past 1 year or 10 times in past 3 years .</li> </ol> </li> <li>(7) Document explains the purpose of obtaining multiple-entry temporary visa</li> <li>(8) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children).</li> </ol> <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit a copy of the issued visa.</p> <p><b><u>(Provided from Japan)</u></b></p> <ol style="list-style-type: none"> <li>(1) Letter of Reason for Invitation</li> <li>(2) Schedule of Stay ( Closest visit schedule is sufficient )</li> </ol>	<p><b><u>(Provided by visa applicant)</u></b></p> <ol style="list-style-type: none"> <li>(1) 2 visa application forms</li> <li>(2) 2 photos</li> <li>(3) Passport</li> <li>(4) Persons who fulfil one of the following qualifications.               <ol style="list-style-type: none"> <li>① Acclaimed artists in the area of fine art, folk art, music, theater, dance, etc.</li> <li>② Distinguished scholars and researchers who have adequate achievements</li> <li>③ Engaged expert of international or national qualified lawyer, certified public accountant, patent attorney, judicial scrivener, notary and national qualified doctor</li> <li>④ Distinguished amateur athletes who have adequate records</li> <li>⑤ University lecturers and above (as a full-time)</li> <li>⑥ Employees of public research institutes and public museums , art museums and libraries (managers and above)</li> <li>⑦ Members of Parliament, Government official, Local councilor, Local public servant,</li> </ol> </li> <li>(5) Document explains the purpose of obtaining multiple-entry temporary visa</li> <li>(6) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children).</li> </ol> <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit a copy of the issued visa.</p> <p><b><u>(Provided from Japan)</u></b></p> <ol style="list-style-type: none"> <li>(1)Letter of Reason for Invitation</li> <li>(2)Schedule of Stay ( Closest visit schedule is sufficient )</li> </ol>

	<b>Visiting relatives/acquaintances</b>	<b>Tourism</b>
Purpose of Visit	<ul style="list-style-type: none"> <li>◆ Visiting relatives (Spouse, kinsperson of the third degree of consanguinity)</li> <li>◆ Visiting acquaintances</li> <li>◆ Tourism for personal invitation</li> </ul>	<ul style="list-style-type: none"> <li>◆ Tourism</li> </ul>
Documents to be submitted	<p><b><u>(Provided by visa applicant)</u></b></p> <ol style="list-style-type: none"> <li>(1) 2 visa application forms</li> <li>(2) 2 photos</li> <li>(3) Passport</li> <li>(4) Confirmation slip for airline reservation</li> <li>(5) Document to prove payment ability of travel fee (Certificate of deposit balance of bank account etc)</li> <li>(6) Document that indicates a kinship or acquaintances relationship between inviting person and visa applicant.</li> <li>(7) Document explains the purpose of obtaining multiple-entry temporary visa</li> <li>(8) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children).</li> </ol> <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit also a copy of the issued visa.</p> <p><b><u>(Provided from Japan)</u></b></p> <ol style="list-style-type: none"> <li>(1) Letter of Reason for Invitation</li> <li>(2) Schedule of Stay</li> </ol>	<p><b><u>(Provided by visa applicant)</u></b></p> <ol style="list-style-type: none"> <li>(1) 2 visa application forms</li> <li>(2) 2 photos</li> <li>(3) Passport</li> <li>(4) Confirmation slip for airline reservation</li> <li>(5) Document to prove payment ability of travel fee (Certificate of deposit balance of bank account etc)</li> <li>(6) Schedule of stay</li> <li>(7) Document explains the purpose of obtaining multiple-entry temporary visa</li> <li>(8) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children).</li> </ol> <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit also a copy of the issued visa</p>

\*As for Russian nationals who reside in the United States, Canada, Australia, New Zealand, Austria, Belgium, Britain, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Luxembourg, Norway, the Netherlands, Portugal, Spain, Sweden, Switzerland and Singapore contact the nearest Japanese Embassies/Consulates-General about the documents.

\*Russian nationals residing in Russia are required to submit a copy of a domestic passport in addition to an international passport.

\*The applicant may be required to submit additional documents which are deemed necessary for the examination.

**For Applicable person of “Japanese-Russian agreement on simplification of the Visa application Process” (Applicable person is permitted to stay total of 90 days in each period of 180 days during 3years of multiple-entry visa validity)**

<p>Applicable person</p>	<p>(1). Representative of commercial organization and dispatched personal with purpose of commercial activities  (2). Participant of educational, scientific, artistic and other cultural activities  (3). Participant of international sport activities and a qualified expert with accompany with participant  (4). Journalist who engages the individual journalistic activities in temporary visit  (5). Participant of official exchange program between sister cities  (6). Spouse and child under 21 years old of Russian who stays in Japan long or mid term.</p>
<p>Documents to be submitted</p>	<p><b><u>(Provided by visa applicant)</u></b>  (1)2 visa application forms  (2)2 photos  (3)Passport  (4)Document that proves the person is applicable (above 1to 6)</p> <p><b><u>(Provided from Japan)</u></b>  (1) Letter of guarantee  (2)Letter of reason for invitation (Address and passport No of applicant must be added )  (3)Schedule of stay  (4) [For applicable person of 1to 5] Documents of the inviting organization  [For applicable person of 6] Documents that indicate the kinship and Copy of both sides of the residence card ( or special permanent residence certificate)</p>

\*As for Russian nationals who reside in the United States, Canada, Australia, New Zealand, Austria, Belgium, Britain, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Luxembourg, Norway, the Netherlands, Portugal, Spain, Sweden, Switzerland and Singapore contact the nearest Japanese Embassies/Consulates-General about the documents.

\*Russian nationals residing in Russia are required to submit a copy of a domestic passport in addition to an international passport.

\*The applicant may be required to submit additional documents which are deemed necessary for the examination.

The submitted documents will be managed appropriately based on the Act on the Protection of Personnel Information held by Administrative Organs.

## **Documents provided from Japan**

### 1. Letter of Reason for Invitation (See the “Letter of Reason for Invitation (Multiple)” form (A4 size) on page 7.)

(Note1) The letter should be addressed to the Ambassador or the Consul-General with jurisdiction over the visa applicant’s place of residence.

(Note 2) Column for the inviting person

Be sure to fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.

(Note 3) Column for visa applicants

Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more visa applicants, write the details of the status of the representative applicant in the blank space and prepare a list of all applicants to be attached to this Letter.

(Note 4) Column for the purpose of the invitation

Describe the purpose of visit in detail and explain the specific activities planned in Japan. (Vague phrases such as just “business affairs” are not appropriate.)

(Note 5) Column for the background to the invitation

Describe details about the background to the invitation. If there is not enough space on the form, attach a separate sheet of paper and write “see attached sheet” in the column.

### 2. Schedule of Stay (See the “Schedule of Stay” form (A4 size) on page 9.)

(Note 1) Provide schedule information for the first planned visit to Japan.

(Note 2) Follow the form of “Schedule of Stay (Example) [Business person] or [Intellectuals, etc.]” on page 10.

(Note 3) Explain the specific activities planned in Japan.

## Letter of Reason for Invitation (Multiple)

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

### Inviting Organization, etc.

(When an inviting organization and a guarantor are the same, you may skip this section by writing "omitted".)

Address: 〒 -

Name of company/organization:

Full name : (Note) (Seal)

Telephone number: ( ) - (Extension )

FAX number: ( ) -

[Fill in the following items when the company/organization is extending the invitation.]

Contact person's division:

Contact person's full name:

Contact person's telephone number: ( ) - (Extension )

Contact person's FAX number: ( ) -

### Visa Applicant

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Nationality :

Occupation :

Full name (in Latin alphabet) : (Male/Female) additional applicants

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)

### **The purpose of inviting the above person(s) is as follows:**

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

1. Purpose of the invitation
2. Background to the invitation  
(Explain the specific reason for requesting a multiple-entry visa. )
3. Relationship with the visa applicant(s)
4. Reason for multiple visa application and Future schedule of visit to Japan
5. Dates of previous stays in Japan

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature
- ◆ Foreign nationals who do not have a seal may put his/her signature here.

## List of Visa Applicants

\* Be sure to write the name in the Latin alphabet as it appears on his/her passport.

\* Fill out the “relationship with the inviting person and guarantor” field if the purpose of the invitation is “Visit to relatives/acquaintances.”

1. Visa applicant (representative applicant)

Nationality:

Occupation:

Full name: \_\_\_\_\_ (Male/Female)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age )

(Year) (Month) (Day)

Relationship with the inviting person and guarantor:

2. Visa applicant

Nationality:

Occupation:

Full name: \_\_\_\_\_ (Male/Female)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age )

(Year) (Month) (Day)

Relationship with the inviting person and guarantor:

3. Visa applicant

Nationality:

Occupation:

Full name: \_\_\_\_\_ (Male/Female)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age )

(Year) (Month) (Day)

Relationship with the inviting person and guarantor:

4. A Visa applicant

Nationality:

Occupation:

Full name: \_\_\_\_\_ (Male/Female)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age )

(Year) (Month) (Day)

Relationship with the inviting person and guarantor:

5. Visa applicant

Nationality:

Occupation:

Full name: \_\_\_\_\_ (Male/Female)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age )

(Year) (Month) (Day)

Relationship with the inviting person and guarantor:





**Schedule of Stay (Example)**

- (1) Be sure to specify the date of arrival and departure. If the flights and airports/ports to be used for arrival and departure are fixed, be sure to write them.
- (2) Write the place of stay in detail. (If staying at hotel, write its name, address and phone number.)
- (3) The schedule of stay needs to be written for each day. If an activity continues on consecutive days, the format “(date) – (date)” is acceptable.

The schedule of stay in Japan of the visa applicant(s) is as follows:

**[Business person]**

Date	Activity Plan	Contact	Accommodation
YYYY.MM.DD	Arrive in ___ from ___ aboard flight ___	Name of inviting organization (Name of contact person) Tel. 00-000-0000	Name of hotel/accommodation Address Tel. 00-000-0000
YYYY.MM.DD	Business talks at ___ company	___ company (contact person xx) Tel. 00-000-0000	Hotel ___ Address Tel. 00-000-0000
YYYY.MM.DD	Visit ___ plant Move to another location by Shinkansen	___ Town, ___ City, ___ Prefecture	Same as above
YYYY.MM.DD	Return home from ___ to ___ on flight ___		

**[Intellectuals, etc.]**

Date	Activity Plan	Contact	Accommodation
YYYY.MM.DD	Arrive in ___ from ___ aboard flight ___	Name of inviting organization (Name of person responsible) Tel. 00-000-0000	Name of hotel/accommodation Address Tel. 00-000-0000
YYYY.MM.DD	Meeting at ___ hall/conference center	___ Town, ___ City, ___ Prefecture	Hotel ___ Address Tel. 00-000-0000
YYYY.MM.DD	Meeting at ___ hall/conference center	___ Town, ___ City, ___ Prefecture	Hotel ___ Address Tel. 00-000-0000
YYYY.MM.DD	Return home from ___ to ___ on flight ___		

**(Note)**

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.