

August, 2009

**For Training by JICA or HIDA without Certificate of Eligibility (COE)
(For THAI Nationals)**

- (a) JICA : Japan International Cooperation Agency
- (b) HIDA : The Overseas Human Resources and Industry Development Association

- (1) A valid Passport (with more than 2 blank pages. Please present your old passports as well, if any)
- (2) A completely filled Visa Application form. This form is available at Japan Visa Application Centre (JVAC), or can be downloaded from the Embassy's website.
- (3) One photograph taken within the last 6 months. (The photograph should be of size 2 x 2 inches, either black and white or color, with plain background)
- (4) A completely filled Questionnaire. This is available at Japan Visa Application Centre (JVAC), or can be downloaded from the Embassy's website.
- (5) Documents of indicating that JICA or HIDA carry out the training. **(One Original)**
 - (a) In case of JICA
Letter of Notice of Determination which is issued from Director of JICA Thailand
 - (b) In case of HIDA
Letter of acceptance training and Letter of Guarantee which is issued from General Manager of HIDA

Remarks

- (1) If all required documents have not been submitted, JVAC cannot receive your application.
- (2) In case of Training by Public Organization or excluding JICA and HIDA, or Training administered by governmental fund, some case can apply Training visa without Certification of Eligibility. Please contact to Japanese embassy for details.
- (3) A receipt will be handed in exchange of your passport on your application.
The shortest time required for the process is five working days.
In addition, if the visa is granted, it will be pasted on the passport.
However, the process time may take longer in some cases; for example, the first time traveler to Japan, some purposes of journey, or some individual information. In some cases, you may be requested later for providing additional documents or an interview. When the visa process finishes, you will be contacted by phone. In order to prevent any inconvenience from happening to your schedule, please make your application as early as possible. If you have not heard from neither JVAC nor the embassy of Japan more than one week from your application date, you can check your status by contacting CALL CENTRE SECTION or look upon our homepage. (Please tell us the eight-digit barcode number on your receipt when you do so).
Please understand that the Embassy of Japan cannot issue visa immediately as a request.

[For more information]

Japan Visa Application Centre

Telephone: +66 (0)2-251-5197 to +66 (0)2-251-5198

Website: <http://www.jp-vfsglobal-th.com>, Email: info.jpth@vfshelpline.com

Visa section, Consular Division, Embassy of Japan in Thailand

Telephone: 02-207-8503 / 02-696-3003, Fax: 02-207-8511