

No. 7

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

Updated in Feb. 2020

**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.**

**\* Applicants from the OECD member countries are exempted from the requirements from the General Information.**

1. Passport (with minimum 2 blank pages. Please present your old passports, if any)
2. Application form
3. One photograph taken within the last 6 months. (must be 2x2 inches, black and white or color with plain background)
4. Questionnaire
5. Questionnaire related to Novel Coronavirus
6. Certificate of eligibility (original and a photocopy)
7. If you meet certain criteria for a representative to apply on your behalf, you may let your representative apply on your behalf. In such case, you need to submit an authorization letter (English / Japanese / Thai) written by yourself. A letter has no specific form and if you wish you can download a sample at ([https://jp-vfsglobal-th.com/allvisacategories\\_application.html](https://jp-vfsglobal-th.com/allvisacategories_application.html)).

### Remarks:

- (1) If the documents are insufficient or incomplete, we may not be able to accept your application.
- (2) On the date of application, JVIC 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 JVIC or Visa Section by phone. English speaking staff will assist you.

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- 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