

Short-Term Stay for Business Purpose (For Non-Thai Nationals)

Updated on Oct 1, 2020

Non-Thai nationals wishing to apply for a temporary visitor visa for the purpose of business, conferences, short-term training or observation tours should submit the documents listed below.

Please read “General Information for Non-Thai Nationals” carefully before submitting your application. [Click here](#)

1. Passport (with minimum 2 blank pages. Please present your old passports, if any)
2. Application form ([click here](#) to download)
3. One photograph taken within the last 6 months. (must be 2x2 inches, black and white or color with plain background)
4. Questionnaire ([click here](#) to download)
5. Questionnaire related to Novel Coronavirus ([click here](#) to download)
6. Work permit issued by the Thai government (**the original and one photocopy with all stamped pages**)
7. One of the following sets of documents dated not more than 3 months before the date of application
 - (a) Certificate of employment from your company including position, salary, the date of joining, and letter stating purpose and duration of visit (**original**) or
 - (b) Certificate of commercial registration of your company (**a certified copy**)
8. Documents clarifying your business activities in Japan
 - (a) Letter of invitation/acceptance from your counterpart, customer, or parent company in Japan (including purpose and duration)
 - (b) Reason for assignment/assignment order from your employer (including the detailed business schedule in Japan, contact addresses and numbers. Please clearly indicate the employer’s intention to bear all expenses of the trip.)
 - (c) In case of short term training please submit the letter of acceptance and training schedule from the trainer in Japan including detailed training schedule, place of training, and name and contact number of the trainer in charge. Please clearly indicate whether or not there will be any practical training and any remuneration payable to the trainee from the Japanese side. Please refer to remark No.3 on the next page for the definition of “short term training” (**Photocopies of documents (a)-(c) are acceptable if sent from Japan**)
9. Residence Track ([click here](#) to download) (**2 copies**)
10. Schedule of Stay ([click here](#) to download)
11. Letter of Reason for Invitation (**photocopy is acceptable if sent from Japan**) ([click here](#) to

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12. Letter of Guarantee (**photocopy is acceptable if sent from Japan**) ([click here](#) to download)
13. In the case the inviting person/guarantor in Japan bears for travel expenses, a guarantee letter and an certified copy of the incorporation register or Details of Company/Organization are also required.
 - A stock exchanged-listed company does not need to submit a copy of the incorporation register or Details of Company/Organization if it submits its quarterly corporate reports.
 - When an individual is extending an invitation, submit the "Certificate of Employment" in lieu of a copy of incorporation register or Details of Company/Organization
14. 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).

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.
- (3) **If any part of your intended training includes “practical training”, you should apply for a “training visa” rather than “temporary visitor visa” regardless the length of the training.** If the trainee joins a product line or provides services directly to customers, the training should be considered as “practical training”. Also, if there is any remuneration payable to the trainee other than normal travel expenses, or any profit to the trainer (e.g. parent company in Japan) as a result of the trainee’s activities, it is not considered as short term training under the category of “temporary visitor visa”. To apply for a “training visa”, you need to obtain a **“certificate of eligibility (COE)” from the Japanese Immigration Office.**

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