

Visa Guidelines No. 1  
**GUIDELINES FOR TEMPORARY VISITOR'S VISA**  
**For Japanese Nationals**

All required documents should be submitted in A4 size paper with English translation.

**A. REQUIREMENTS FOR TOURIST VISA APPLICANTS:**

1. Duly accomplished visa application form with one recent passport-size photograph (3.5 cm x 4.5 cm).
2. Original passport valid not less than six (6) months beyond intended period of stay and one (1) photocopy of passport data page.
3. Original round trip booking certificate or plane ticket with one (1) photocopy for presentation to the Visa Officer.
4. Proof of financial capacity (e.g. original bank book or bank certificate for presentation to Visa Officer upon application) with one (1) photocopy
5. Original Certificate of Employment or business registration (with English translation)
6. For student, original Certificate of Enrolment and/or Letter of Endorsement from Japanese University and/or valid school identification card
7. If unemployed or student, Letter of Guarantee from spouse or parent (with copy of valid identification and proof of financial capacity)
8. Original Letter of Invitation and Guarantee from sponsor in the Philippines and copy of valid identification of sponsor (i.e. passport, driver's license, etc.). If sponsor is a foreign national, copy of valid Philippine visa is also required.
9. Original certificate of Hotel Reservation at any hotel in the Philippines. This certificate can be secured from your local travel agency.

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**B. REQUIREMENTS FOR BUSINESS VISA APPLICANTS:**

1. Duly accomplished visa application form with one passport-size photograph.
2. Original passport and one (1) photocopy of passport data page.
3. Original round trip booking certificate or plane ticket with one (1) photocopy for presentation to the Visa Officer upon application
4. Original copy of the Letter of Recommendation and Guarantee from applicant's employer in Japan signed by company official
5. Original copy of Letter of Invitation and Support and Guarantee from the Philippine company duly signed by company official

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***Important Information:***

The Visa Unit may require additional documentation if and when deemed necessary. Approved visa will be released after **FIVE (5)** working days from date of application. Payment of visa fee does not guarantee issuance of visa. Payment validated by machine is non-refundable.

Incomplete requirements for visa application will not be accepted.

Issuance of visa does not guarantee entry into the Philippines. Final decision to enter the Philippines rests solely on the decision of the Philippine Bureau of Immigration, Department of Justice.

These guidelines are subject to change without prior notice.

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EMBASSY OF THE PHILIPPINES – VISA / AUTHENTICATION UNIT

5-15-5 Roppongi, Minato-ku, Tokyo 106-8537 / E-mail: [visa@philembassy.net](mailto:visa@philembassy.net) / Fax: 03-5562-1598

Acceptance of applications: Monday – Thursday 9:00a.m. – 12:00 noon (except holidays)

Release/pick-up of applications: Monday – Thursday 1:30p.m. – 3:00 p.m. (except holidays)