

EMPLOYED

JAPAN VISA REQUIREMENTS

- Application Form:** Available online through web link: visa.eongroup.com.ph. Kindly contact the services officer should a **log-in code** is required.
- Original Passport:** 6 months valid prior to travel date. Passports shall be on hold by the Embassy for processing until the release date. Please manage your travel schedules.
- Old Passport.** With a previous Japan Visa. *If applicable.*
- Photocopy of previously issued visas for the past 5 years:** Found in your passport only if applicable. USA, Schengen, Australia, Japan, Canada, etc.
- 2pcs. Passport Size Colored Photo:** With collar, white background, No white-colored shirt/blouse, NO accessories, neutral facial expression. **DO NOT STAPLE!**
- Original Bank Certificate:** Must include account type, current balance, and account opening date with 6 months Average Daily Balance (ADB). Available Funds must reflect at least Php 100,000.00. *If there is NO ADB (Average Daily Balance) submit Bank Statement to prove the transaction for the last 3 months.*
- Original Employment Certificate:** Must include date hired, position, salary compensation, email address, office telephone number, and address (cell phone number is NOT allowed). *If Freelance or NOT originally signed by the Employer, provide an Explanation Letter or indicate that this is system generated.*
- Photocopy of Personal ITR Form 2316.** must signed by the employer and employee.
(If can't comply provide an Explanation Letter.)
- Latest Original PSA Birth Certificate:** Issued within the present year prior to application.
If late registered. Must submit the latest and original baptismal certificate and form 137 from the last school attended. *If Unreadable:* submit the photocopy of LCR (Local Civil Registrar. If there are corrections in names, birth, and status on birth certification provide AFFIDAVIT OF DISCREPANCY.
- Latest issue of the original PSA Marriage Certificate** Issued within the present year prior to the application. *(if applicable)* If there are corrections in names, birth, or status appearing on birth certificatio n provide an AFFIDAVIT OF DISCREPANCY.

IMPORTANT REMINDERS:

- Documents for photocopy must be printed in A4 sized Bond Paper.
- For proper handling, place all documents in a long folder with name written on cover enclosed in a plastic envelope.
- For clarifications & concerns please contact: **09171296825/09393184667**
- **Email Address:** visa.travel@eongroup.com.ph

Address your Bank Certificate to:	All documents must be submitted to:
Embassy of Japan in the Philippines 2627 Roxas Boulevard Pasay City, 1300 Metro Manila	Eon Travel Visa Center 2 nd Floor Rm 204 Adelina Building Corner Gen. Luna – Jalandoni Sts. Iloilo City, Iloilo 5000