

# RETIRED

## JAPAN VISA REQUIREMENTS

- Application Form:** Available online through web link: [visa.eongroup.com.ph](http://visa.eongroup.com.ph). Kindly contact 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) stated on the certificate. Available Funds must reflect at least Php. 100,000.00. *If NO ADB and can't provide the 6 months Average Daily Balance (ADB)* provide Bank Statement with recent 6 months bank transactions. If passbook, provide a Certified True Copy. (If under Corporation Bank submit Personal Bank).
- Photocopy of Senior Citizen ID.** Clear copy.
- 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 certification provide an **AFFIDAVIT OF DISCREPANCY**.

### ADDITIONAL DOCUMENTS OF SUPPORTING IMMEDIATE FAMILY MEMBER\*

- Photocopy of Passport Bio page or Any Government-issued ID.** Issued in present year prior to the application.
- PSA Birth certificate.** Issued within present year prior to application.
- Original PSA Marriage Certificate (if applicable).** Issued within present year prior to application.
- Original Bank Certificate.** \*follow the prescribed specifications above.

#### \*If Employed

- 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.*)

#### \*If owning a Business:

- Photocopy of Business Registration from SEC (w GIS) /DTI/COR.** Valid.
- Photocopy of GIS (General Information Sheet).** *Applicable for corporate business only.*
- Photocopy of Business Permit or Mayor's Permit.** Issued in present year.
- Photocopy of Latest ITR (Income Tax Return) Form 1701/1702.** Valid. Must have Receipt Stamp of the Tax collector/BIR; or Receipt Payment if there's no BIR stamp; or Email Confirmation if done online to signify that BIR received their payment. (*If under Corporation submit your Personal ITR 2316.*)

### 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](mailto:visa.travel@eongroup.com.ph)

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

**Updated as of December 2024**