

JAPAN VISA ASSISTANCE

(Up to 30 working days)

NO. OF APPLICANTS	RATE PER PERSON
4 applicants and above	PHP 2,100
2-3 applicants	PHP 2,400
Single applicant	PHP 2,700
INCLUSIONS	EXCLUSIONS
• Visa Consultancy • Appointment setting with VFS Japan for submission of the Application • Non - appearance • Visa Fee for 15 or 30 days (depending on the Embassy) • Submission to the Liaison Officer for Final Checking (before submission to the Visa Center) • Collection from the Embassy	• Premium Appointment Slot: Php 2,200/applicant • Courier or delivery fee for documents for submission (Php 300) • Return of the passport [applicant may choose to pick up at the office or have it delivered to their home address] ➤ Pick up at the office (Php 300) ➤ Home delivery (the courier fee shall be shouldered by the applicant)
STEPS IN JAPAN VISA PROCESSING	
STEP 1: ASSESSMENT	Read and sign our Data Privacy Agreement & Visa Waiver, then email it together with the accomplished Questionnaire for Free Assessment. This will allow us to evaluate your chances of approval. Kindly send these to our Visa Department by sending a message through: ➤ Facebook: @HMGCTWebjetMolino/@HMGCLasPiñas
STEP 2: PAYMENT	After the assessment, and should you wish to proceed with the application, our Visa team will then provide your invoice. Proceed to settle, then send your proof of payment.
STEP 3: ENDORSEMENT & PROCESSING	The Visa Team will endorse you to the next available Visa Consultant, who will verify your payment before processing your application.

LIST OF REQUIREMENTS

All original (if applicable) and hard copy documents must be submitted to the HMGC Travel & Tours Office

APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Wet-signed **APPLICATION FORM**

NOTE: Will be provided by HMGC Travel & Tours and must be printed on A4-size paper (Use black pen only for signature)

- ☐ If you want to apply for a **MULTIPLE ENTRY VISA**, please refer to the requirements for the **MULTIPLE ENTRY - REQUEST FORM**

IMPORTANT NOTE: DO NOT WRITE ANYTHING IN THE DATE FIELD.

- ☐ 2 copies of wet-signed **AUTHORIZATION LETTER - VERIFICATION AND ISSUANCE OF PSA CERTS**
☐ 2 copies of a wet-signed **AUTHORIZATION LETTER**

IMPORTANT NOTE Regarding Authorization Letters:

There is no need to fill in the blanks on these documents. Kindly affix your signature only.

- ☐ **PHILIPPINE PASSPORT** with at least 12 months' validity

- ☐ Passports **MUST** be signed and must have at least two (2) blank visa pages.
- ☐ Passports of minors 0 to 12 years old, please leave the signature page **BLANK**
- ☐ Submit colored photocopies of the passport bio page and the used Japan visa with a JP Immigration stamp (if applicable)

- ☐ **OLD PASSPORT/S WITH USED JAPAN VISA**

NOTE: A Broken passport is **NOT** accepted.

- ☐ **PSA BIRTH CERTIFICATE** (must be issued within 1 year upon submission)

- ☐ **PSA MARRIAGE CERTIFICATE, if married** (must be issued within 1 year upon submission).

- ☐ If the birth certificate is unreadable, submit a Birth certificate issued by the Local Civil Registrar.
- ☐ If the birth certificate is "**LATE REGISTRATION**", submit the ORIGINAL Baptismal Certificate and Form 137 (School Record)
- ☐ If there is no record of birth in the PSA, submit a Birth Certificate issued by the Local Civil Registrar and a Negative Certificate issued by the PSA.

NOTE: Birth and Marriage Certificates are **NOT REQUIRED** if the applicant has previously been issued and has used a Japan visa.
 The physical passport with a used Japan Visa **MUST** be submitted during the application.

- ☐ 2 pcs colored **PASSPORT SIZED PHOTO** (must be taken within 6 months)

- ☐ Specs: 45mm x 35mm, with a white background, no eyeglasses, no showing of teeth, and a clean photo surface.
- ☐ Please write the applicant's name and birthdate on the back side of the photo
- ☐ No wearing of a white top
- ☐ The photo must be pasted on the application form.

☐ **DAY - TO - DAY ITINERARY**

OPTIONAL: Add PHP 300/applicant if you want HMGC Travel & Tours to create your travel itinerary.

APPLICANT'S FINANCIAL REQUIREMENTS

☐ **PERSONAL BANK CERTIFICATE** (with average daily balance within the last six (6) months MUST be shown):

- ☑️ Original and issued within two (2) months from the date of application
- ☑️ If the Average Daily Balance (ADB) in the last six (6) months is NOT indicated, the bank statement MUST be submitted to prove transactions within the last six (6) months

ADDITIONAL REQUIREMENT/S IF THE APPLICANT IS EMPLOYED

☐ **ORIGINAL EMPLOYMENT CERTIFICATE**

- ☑️ must indicate period of employment, salary, and position

☐ Photocopy of **COMPANY ID**

☐ Photocopy of **TAX PAYMENT CERTIFICATE** - clear Photocopy (latest) and must have the amount of gross income and receipt stamp of the tax collector/BIR

☑️ **Form 2316**

- ☑️ must have the signature of the Employer and Employee, and must cover the whole year
 - **NO ITR**, please provide a duly signed **LETTER OF EXPLANATION** about the reason for non-submission

ADDITIONAL REQUIREMENT/S IF APPLICANT IS A BUSINESS OWNER

☐ Photocopy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation

☐ Photocopy of the **MAYOR'S PERMIT** from the City Hall must be submitted

☐ Photocopy of the **BIR COMPANY REGISTRATION (FORM 2303)**

☐ Photocopy of **BUSINESS TAX PAYMENT CERTIFICATE** - clear Photocopy (latest) and must have the amount of gross income and receipt stamp of the tax collector/BIR

- ☑️ **Form 1701/1702** - must have receipt stamp of the tax collector/BIR, OR email from BIR regarding Tax return receipt confirmation if ITR has no stamp and proof of actual payment of tax.

☑️ **PROOF OF ACTUAL PAYMENT OF TAX** must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable)

- If **NO ITR**, please provide a duly signed **LETTER OF EXPLANATION** about the reason for non-submission

ADDITIONAL REQUIREMENT IF APPLICANT IS A PROFESSIONAL

- ☐ Photocopy of **PRC or IBP CARD**

ADDITIONAL REQUIREMENT/S IF APPLICANT IS A STUDENT

- ☐ Photocopy of **SCHOOL ID**
- ☐ Original **CERTIFICATE OF ENROLLMENT** in School

ADDITIONAL REQUIREMENT/S IF APPLICANT IS A SENIOR CITIZEN

- ☐ Photocopy of **SENIOR CITIZEN ID** and **CERTIFICATE OF RETIREMENT** (if applicable)

IF APPLICANT IS SPONSORED, ADDITIONAL REQUIREMENT OF THE SPONSOR

- ☐ **LETTER OF GUARANTEE** from the sponsor
- ☐ **PROOF OF RELATIONSHIP** of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate), Documents like pictures together, Certificate of Employment (for Nanny, Driver, etc.)
- ☐ **FINANCIAL REQUIREMENTS** of the Sponsor
- ☐ **ORIGINAL PERSONAL BANK CERTIFICATE**
 - o Original and issued within two (2) months from the date of application
 - o If the Average Daily Balance (ADB) in the last six (6) months is NOT indicated, the bank statement MUST be submitted to prove transactions within the last six (6) months
 - ☐ If the Sponsor is **EMPLOYED**:
 - **ORIGINAL EMPLOYMENT CERTIFICATE**
 - o must indicate period of employment, salary, and position
 - Photocopy of **COMPANY ID**
 - Photocopy of **TAX PAYMENT CERTIFICATE** - clear Photocopy (latest) and must have the amount of gross income and receipt stamp of the tax collector/BIR
 - o **Form 2316**
 - o must have the signature of the Employer and Employee, and must cover the whole year
 - If **NO ITR**, please provide a duly signed **LETTER OF EXPLANATION** about the reason for non-submission

☐ If the Sponsor is a **BUSINESSMAN (Self-employed)**:

- Photocopy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
- Photocopy of the **MAYOR'S PERMIT** from the City Hall must be submitted
- Photocopy of the **BIR COMPANY REGISTRATION (FORM 2303)**
- Photocopy of **BUSINESS TAX PAYMENT CERTIFICATE** - clear Photocopy (latest) and must have the amount of gross income and receipt stamp of the tax collector/BIR
 - **Form 1701/1702** - must have receipt stamp of the tax collector/BIR, OR email from BIR regarding Tax return receipt confirmation if ITR has no stamp and proof of actual payment of tax.
 - **PROOF OF ACTUAL PAYMENT OF TAX** must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable)
 - If **NO ITR**, please provide a duly signed **LETTER OF EXPLANATION** about the reason for non-submission

IF APPLICANT IS NOT A PHILIPPINE NATIONAL

Foreign residents with long-term or permanent status in the Philippines:

- ☐ In addition to the **above requirements** (except birth and marriage certificates).
- ☐ **ALIEN CERTIFICATE OF REGISTRATION (ACR)** issued by the Philippine government.

NOTE: Visa applications from foreigners staying in the Philippines on short-term (temporary) visas **cannot be accepted**. Please apply at the Japanese Embassy or Consulate General that has jurisdiction over your place of residence or the country where your passport was issued.

EMBASSY ADDRESS

Embassy of Japan in the Philippines
Address: 2627, 1300 Roxas Blvd, Pasay, Metro Manila

NOTICE

- ❖ All documents must be in A4 size only, without staples or pasted pages.
- ❖ **All photocopies and printouts of personal documents are the sole responsibility of the applicant.**
- ❖ Photocopies of used Japanese visas or entry stamps will not be accepted in lieu of the original passport.
- ❖ The applicant is responsible for ensuring compliance with all visa requirements. Submission of additional supporting documents is encouraged.
- ❖ Submission of requirements does not guarantee visa issuance.
- ❖ Any fake or tampered documents will result in visa refusal.
- ❖ Withdrawal or pull-out of passports and/or applications is strictly prohibited.
- ❖ Submitted documents will not be returned.
- ❖ Non-compliance with requirements may result in termination of the application.
- ❖ Applicants have three (3) months to submit additional requirements; failure to comply will terminate the application.
- ❖ **Any absence of required documents must be explained in a formal explanation letter, duly signed by the applicant, and will be subject to the Embassy's review, evaluation, and final discretion.**
- ❖ Reasons for visa denial will not be disclosed under any circumstances.
- ❖ Reapplication for the same purpose is permitted only after six (6) months from the date of denial.

TERMS AND CONDITIONS

- ❖ Visa approval is strictly at the discretion of the Embassy; approval is not guaranteed.
- ❖ It is encouraged to apply at least three (3) months before your intended travel date
- ❖ Visa processing may take up to one (1) month from the date of submission.
- ❖ Incomplete or insufficient documents leading to withdrawal will incur a ₱1,000 assessment and scheduling fee per applicant; any remaining balance will be refunded within three (3) working days.
- ❖ Denied applications may only be resubmitted after six (6) months; the Visa Assistance Fee is strictly non-refundable.
- ❖ Confirmed airline tickets and hotel accommodations are not required; HMGC Travel & Tours bears no responsibility for any costs incurred due to delays or visa denial.