



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- Two visa application forms (attached), completed on the attached fillable PDF and printed; handwritten applications are not accepted. Both copies of the application must be signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background).
- One completed Schedule of Stay form (attached).
- Copy of flight itinerary showing applicant's name.
- Copy of hotel reservations showing applicant's name.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Please see the attached sample letter.
- A letter of invitation from the organization to be visited in Japan. This must follow a specific format; see sample attached.

TOURIST TRAVELERS must also include:

- A letter from their employer stating their intent to return to work. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant.
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure other information.

WORK/RESIDENCY APPLICANTS must also include:

- Original "Certificate of Eligibility" from the Ministry of Justice in Japan, plus one photocopy.
- If you are applying as a dependent of a worker, include a copy of the marriage or birth certificate to show the relationship.

NON-US CITIZENS must also include:

- A notarized copy of the Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.
- Certain non-US citizens must submit additional forms:
 - Students will need to provide a recent I-20 form.
 - H1B visa holders must submit a copy of their I-797 form.
 - Holders of temporary employment authorization must submit a copy of their I-766 form or EAD card.
 - Visitor Exchange program members will need to provide a copy of their IAP 66 form.

There is No Substitute for Experience.

G3's Standard of Service

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.

Visa Requirements



There is No Substitute for Experience.

Enhanced Services

G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:

Document Pre-Check: Email ConciergeDesk@g3visas.com for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
Application Correction: G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
Business Letter Creation: G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
Inbound FedEx Airbill: G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
Return Delivery Confirmation: Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.	\$225.00

VISA NOTES

- U.S. Citizens do not require visas for tourist, business, or flight crew trips of 90 days or less.
- These instructions are applicable for residents of Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin.
- Single entry visas must be used within 90 days of issuance.
- For some visa requests, the consulate may be required to wait for approval from authorities in Tokyo. If visa approval is required, visa processing times may be extended by up to one month.

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: www.g3visas.com/Policies.html.



Send to: G3 Global Services
 Attn: Visa Department
 11 East Adams Street, Suite 1605
 Chicago, IL 60603
 800.830.8472 | Chicago@g3visas.com

**CHICAGO
 JAPAN**

There is No Substitute for Experience.

Concierge Service \$225.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 3 Business Days	Priority 5 Business Days	Expedited 7 Business Days
Single Entry Non-U.S. Citizens	<input type="checkbox"/> \$42.00	<input type="checkbox"/> \$42.00	<input type="checkbox"/> \$42.00
Work/Residency U.S. Citizens Only	<input type="checkbox"/> No Fee	<input type="checkbox"/> No Fee	<input type="checkbox"/> No Fee
Work/Residency Non-U.S. Citizens	<input type="checkbox"/> \$42.00	<input type="checkbox"/> \$42.00	<input type="checkbox"/> \$42.00

G3 Service Fees

Tourist	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Business	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Flight Crew	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Work/Residency	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00

Return Delivery Fees

<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge

**These services may not be available for all delivery locations.*

Send Completed Order Form and All Required Documents To:

G3 Global Services, Attn: Visa Department, 11 East Adams Street, Suite 1605, Chicago, IL 60603
 312.704.8472 Phone | 800.830.8472 Toll Free | 312.704.8150 Fax | Chicago@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 11 East Adams Street, Suite 1605
 Chicago, IL 60603
 800.830.8472 | Chicago@g3visas.com

**CHICAGO
JAPAN**

VisaOrderForm

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Payment Information

Payment Via Check #: *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard: - - -

Exp. Date: ___ / ___ Security Code:

OR

American Express: - -

Exp. Date: ___ / ___ Security Code:

Name as it appears on the card:

Billing Address:

City: State Zip:

Signature: _____

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Enhanced Services Requested:

- Document Pre-Check, \$59.00
 - Application Creation, \$150.00
 - Application Correction, \$55.00
 - Business Letter Creation, \$50.00
 - Inbound FedEx Airbill, \$35.00
 - Return Delivery Confirmation, \$15.00
- or bundle all services above with our
- Complete Concierge Service, \$225.00**

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

	FEE	# Travelers	TOTAL
Enhanced Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Passport Protection Plan	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
		Return Delivery Fee	<input type="text"/>
		Subtotal	<input type="text"/>
		Add 5% for credit card convenience fee	<input type="text"/>
		Total Payment Enclosed	<input type="text"/>

Traveler Names

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

Visa Service

Visa Type: Tourist Business Flight Crew Other _____

Processing Speed: Mission Critical Priority Expedited

Travel Details

Date of US Departure: I must have my passport no later than:

Other visa or passport services requested:

Notes:

Contact Information *Who should G3 contact about this request?*

Name: Company:

Contact Email (required):

Daytime Phone: Mobile Phone:

Return Delivery Address *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name: Company:

Street Address:

City: State: Zip Code:

Daytime Phone: Mobile Phone:

FOR OFFICE USE ONLY
 ASSOCIATE NAME: _____
 DATE RECEIVED BY G3: _____
 ORDER NUMBER: _____
 # OF TRAVELERS: _____
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VISA APPLICATION FORM TO ENTER JAPAN

*Official use only

(Paste photo here)
45mm x45mm
or 2inx2in

Surname (as shown in passport) _____

Given and middle names (as shown in passport) _____

Other names (including any other names you are or have been known by)

Date of birth _____ Place of birth _____
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male Female Marital status: Single Married Widowed Divorced

Nationality or citizenship _____
Former and/or other nationalities or citizenships _____

ID No. issued to you by your government _____

Passport type: Diplomatic Official Ordinary Other

Passport No. _____

Place of issue _____ Date of issue _____
(Day)/(Month)/(Year)

Issuing authority _____ Date of expiry _____
(Day)/(Month)/(Year)

Purpose of visit to Japan _____

Intended length of stay in Japan _____

Date of arrival in Japan _____

Port of entry into Japan _____ Name of ship or airline _____

Names and addresses of hotels or persons with whom applicant intends to stay

Name _____ Tel. _____

Address _____

Dates and duration of previous stays in Japan _____

Your current residential address (if you have more than one address, please list them all)

Address _____

Tel. _____ Mobile No. _____

Current profession or occupation and position _____

Name and address of employer

Name _____ Tel. _____

Address _____

*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan(Please provide details of the guarantor or the person to be visited in Japan)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)

Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

Inviter in Japan(Please write 'same as above' if the inviting person and the guarantor are the same)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)

Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

*Remarks/Special circumstances, if any _____

Have you ever:

- been convicted of a crime or offence in any country? Yes No
- been sentenced to imprisonment for 1 year or more in any country? ** Yes No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? ** Yes No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes No
- committed trafficking in persons or incited or aided another to commit such an offence? Yes No

** Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application _____ Signature of applicant _____
(Day)/(Month)/(Year)

* It is not mandatory to complete these items.

Any personal information gathered in this application as well as additional information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used for the purpose of processing the visa application and to the extent necessary for the purposes stated in Article 8 of the Act.



Sample Business Letter From U.S. Company

*****Please print your business letter on company stationery.*****

June 1, 2016

Consulate General of Japan
Consular Section

Dear Visa Officer,

Jeremy Simmons (*insert your name*), International Sales Director (*insert your position*), Sample Products, Inc. (*insert the name of your company*), is planning a business trip to Japan on Monday, August 3 through August 17 (*dates of your trip*). During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards (*insert name of contact*) at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: aedwards@overseascoltd.co

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*country*).

He requests that you issue a single entry business visa valid for one month. (*Please specify the requested visa type and duration.*) I appreciate your attention to this matter.

Sincerely,

Lucinda Albright

Lucinda Albright
Senior Vice President
Sample Products, Inc.

(The letter must have an original ink signature of a manager other than the applicant.)

Sample Letter



Sample Business Letter for Flight Crew

*****Please print your business letter on company stationery.*****

June 1, 2016

Consulate General of Japan
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in Japan is the complete and total responsibility of Sample Products, Inc. Aviation Department (*insert name of your flight department*).

Pilots: Primary Captain: Brian Randall
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: July 13, 2016 Date of Arrival #2: (*add if applicable*)
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2016 Date of Departure #2: (*if applicable*)
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 (*contact number*).

Sincerely,

Heather Bauer

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)

Sample Letter

