

# Japan Business Visa Requirements

1. Business Invitation Letter from a company in Japan.
2. Any relevant documents available, like L/C (if available).
3. Sponsorship Letter.
4. Recommendation Letter from the local employer.
5. Company Registration Certificate of the Japanese Company (To-kibo To-hon).
6. Guarantee Letter from the company in Japan.
7. If personal business invitation, employment documents of the grantor:  
Employment ID,  
Salary Certificate,  
Pay Slip, etc.
8. Documents that prove the company activities, for example, work order, brochures, newspaper clippings, etc. (if any).
9. Properly filled online visa application form.
10. Passport with at least 1 blank page and a validity of 3 months beyond your travel to the country.

In the case of the previous passport and travel to other countries, 1 color photocopy of the recent passport (Bio-page) and the visa(s).

11. 2 copies of recent color photographs with a white background on Mate Paper (2 x 2 inches). See [details](#).
12. A confirmed return or onward air ticket copy.
13. Hotel booking copy.
14. Travel Itinerary. See [sample](#).
15. If service holder, Employment ID, [NOC](#), Salary Certificate, Pay Slip, Experience Certificate.

If a businessman, a copy of the Trade License, the Incorporation Certificate by RJSC, TIN Certificate, and Company Bank Statement for the last 6 months.

16. National ID Card.
17. Police Clearance Certificate (no more than 6 months older).
18. If traveling with a spouse, Marriage Certificate.
19. Bank Statement for the last 6 months (no more than 2 days older).  
Income Tax Certificate for the last 3 years.

If sponsored by the grantor in Japan:

Guarantee Letter  
Bank Statement/Tax Certificate/Income Tax Certificate.  
Citizen Registration copy/ Certificate of Foreign Registration and  
Copy of passport.

20. Cover letter addressing the purpose of the visit and how the costs will be met.
21. If a foreign national holding a valid Bangladeshi residence permit, the permit must be valid for at least 3 months beyond the trip.