

# JAPAN-VISAAPPLICATION(10-15WORKINGDAYS)

## RATEPERAPPLICANT

**RATE PER APPLICANT**

**P 1,500**

### INCLUSIONS:

- ✓ **Visa Consultation from Visa Specialist**
- ✓ **Non-appearance** (Submission and Collection)
- ✓ **Visa Fee - Single Entry (15 Days)**  
- **Multiple Entry (30 Days)**

### EXCLUSIONS:

- a. **Day-to-Day Itinerary, Hotel Reservation, Airline Ticket (we can arrange but with a corresponding fee for each document)**
- b. **Courier Fee** (Submission and collection of documents to Embassy)

## PRIMARY VISA REQUIREMENTS

**Philippine Passport** with at least 6 months validity (make sure Page 3 is signed) + Old Passport if with stamps

Printed Scanned Copy of the **Passport's Bio Page** (Page 2)

Printed Scanned Copy of **previous and valid advanced visa** for frequent travelers. (USA, CANADA, UK, SCHENGEN, JAPAN, AUSTRALIA, NEW ZEALAND, KOREA)

**2 pcs Colored Photo** (should be for JAPAN visa) with white background

**Accomplished and Signed Application Form** in A4 size

- \*Form should not be stapled together, \*Form should not contain erasures,
- \*Embassy will not accept if form has blank spaces. If item is inapplicable write "N/A"

**Original PSA Birth and Marriage** (if applicable) **Certificate** should be no more than 1 year old.  
NOTE: \* If "LATE REGISTRATION", submit **Baptismal Certificate and School Record (Form 137)**

\* If no record of Marriage in PSA, submit **CENOMAR**

**Single entry** - 3months validity with 15 days stay per entry

**Multiple entry** - 5years to 10yrs validity with 30days stay per entry

## FINANCIAL REQUIREMENTS

**Original Bank Certificate** (Ideal amount for the current balance is P100,000)

Including type of account, opening date, average daily balance and current balance

**ITR (Income Tax Return) Form 2316** for individual / **Form 1701 or Form 1702** to for companies

NOTE: It must have amount of gross income and a stamp of recipient, if tax is not withheld

If **ITR is not available** and **there is no ADB (Average Daily Balance) on Bank Certificate**, submit a **Bank Statement** to prove transaction for the **last 3 months**. (Ideal amount for the Average Daily Balance is P50,000)

ADD'L REQUIREMENTS IF EMPLOYED	ADD'L REQUIREMENTS IF BUSINESS OWNER
<b>Original Signed Certificate of Employment</b> (Indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)	Printed Scanned Copy of <b>DTI or SEC Permit</b> (Includes Names & signatories of the corporation)
Printed Scanned Copy of <b>Company ID</b>	Printed Scanned Copy of <b>Business Permit</b>
Printed Scanned Copy <b>PRC or IBP Card</b> – for Professionals	Printed Scanned Copy of <b>BIR company registration</b>

ADD'L REQUIREMENTS IF SPONSORED	ADD'L REQUIREMENTS IF STUDENT
Guarantee Letter	Original Copy of <b>School Certificate</b>
Proof of Relationship - APPLICANT and GUARANTOR	Printed Scanned Copy of <b>School ID</b>

### STEPS IN VISA PROCESSING

#### FOR B2B APPLICANTS:

1. Email Scanned Copy of all the requirements to [visa@pinoyonlinebiz.com](mailto:visa@pinoyonlinebiz.com). (Your agency email must be the one to be used in submitting all the requirements to us, not your customer's email).
2. Once all the documents have been assessed and it is okay to be submitted to our office, you may pay the visa assistance fee. Make sure everything is complete because the embassy will not accept incomplete documents. In case we found the documents insufficient, we will return the documents and charge P500/applicant as assessment fee including the courier fee. The remaining payment will be refunded to you. (Your agency must be the one to ship or send all the requirements to our office, not your customer).
3. Forward the payment slip to our email for verification.
4. We will forward the application to Japan Embassy after we received all the documents in our office; processing time is up to 7-10 working days.
5. A decision will be notified to you once available. You can collect your passport in the office or through a courier. (Your agency representative must be the one to collect the passports, your customer cannot go to our office.)

**IMPORTANT NOTE:** Do not disclose to your customer any details of the transaction of your agency to us, as you are carrying your own brand and we do not want your clients to go directly to us. No agency dropping. Once your customer has transacted directly on us, it will be considered as our direct client and no commission shall be given to your agency.

#### IMPORTANT REMINDERS:

**Visa approval** is at the discretion of the Visa officers. **We cannot guarantee 100% approval.**

**Visa submission is within 3 working days** after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 1 month prior to travel date because there are times where the visa officer is **requesting for additional documents**.

**All submitted documents** are **considered as FILED** and **no refunds** shall be made in case you may have a change of mind on your application.

For **denied application**, you can **re-apply after 6 months**. **No Refunds** shall be made for the Visa Assistance fee regardless of the decision made on your application.

## VISA INQUIRIES

Email: [visa@gladextours.com](mailto:visa@gladextours.com)  
Gladex Visa Hotline - 09811735417