

IMPORTANT !!

Visa Application System for Japan Tour

This process requires 2 steps so read carefully please...

Please bear in mind we need at least 3 weeks on our side to have everything completed for the issuing process of CERTIFICATE OF ELIGIBILITY (COE) at Tokyo Immigration Bureau.

COE is needed in order for you to process working VISA on your end at a Japanese Consulate near you, which usually takes 3-7 days.

In order for us to apply for COE we need from you a package including:

- * passport copies (clear copy please)
- * 3 passport sized photos
- * attached personal data sheet filled in for each and every person.

Please send completed information package to us at:

Att. Creative Man Productions
8F 6-19-20 Jingu-mae, Shibuya-ku, Tokyo 150-0001 Japan
TEL: 81-3-6427-2323
OR via email.

What Happens Next

As soon as we receive your documentation package and verify that all the contents are accurate and valid, we present the application form for each and every person, together with your package to the Tokyo Immigration Bureau.

In approximately 3 weeks the COEs shall be issued. Soon after we will send them to you or to designated address given.

You will need to go to the Japanese Embassy/Consulate in your region and present some of the following documents;

1. Certificate of Eligibility for each person + photo copies of these COEs
2. Passport of each person
3. 1 or 2 passport photos of each person
4. Completed Visa application form (obtain at Japanese Consulate)
5. Address of hotel in Japan (will let you know) & promoter's address + phone# (as above)
6. Airline Tickets for the entire party

After submitting these documents, the process usually takes approximately 3-7 working days to be completed. Documents required by each Consulate may vary – they may require more or less documents in comparison to above. For details please directly contact them in advance at: www.mofa.go.jp/about/emb_cons/over/index.html

The Japanese Consulate will NOT do a rush job.

Additionally they will NOT authorize the visa unless all of the required documents are submitted. Even if one item is not completed appropriately, all of the applications could be rejected.

Any questions let us know!

Creative Man Productions