

# **PRIVATE STAFF/EMPLOYEE OF PERSONS HOLDING DIPLOMATIC OR OFFICIAL STATUS IN JAPAN**

## **A. PURPOSE**

To work as private staff/employee of persons holding diplomatic or official status in Japan

## **B. REQUIREMENTS**

All documents must be original unless otherwise stated.

### **1. Philippine Passport**

- Broken passport is not accepted. Passports must be signed and must have at least two (2) blank visa pages.

### **2. Visa Application Form**

- Available at the Embassy website, at the entrance of the Embassy or at any of the accredited travel agencies.
- Application form should be filled out all items correctly, If item is not applicable, please fill in [N/A]. Embassy may not accept application with blank item, no signature or no date in the form; may deny the application that is filled out incorrectly or wrong information.

### **3. Photo**

- Specs: 4.5cm x 4.5cm, with white background
- Photo must be taken within 6 months.
- Please write applicant's name and birthdate on back side of the photo.
- Photo must be pasted on the application form.

### **4. Copy of Employment Contract**

### **5. Original and photocopy of Certificate of Eligibility (if issued by the Immigration Bureau of Japan)**

**[DOCUMENTS TO BE PREPARED BY EMPLOYER HOLDING DIPLOMATIC OR OFFICIAL STATUS IN JAPAN]**

6. Reason for Invitation

7. Guarantee Letter

8. Copy of employer's ID card issued by Ministry of Foreign Affairs of Japan

**[NOTICE]**

- Size of document for application should be A4 size only. If document is other size, please submit copy that is already adjusted in A4 size from its original and without staples or pasting pages.
- It is applicant's responsibility to ensure that he/she meet the requirements for the grant of a visa. Submission of any supporting documents not listed above is encouraged (e.g. applicant's economic or social ties with the Philippines, urgent reasons for visit: medical certificate, wedding invitation).