

JAPAN VISA ASSISTANCE

NO. OF APPLICANTS	RATE PER PERSON
Single applicant	PHP 4,500
INCLUSIONS	EXCLUSIONS
✓ VISA CONSULTANCY	COURIER FEE FOR DOCUMENTS TO BE RETURNED
✓ NON APPEARANCE (Submission and Collection)	METRO MANILA - P250/way NORTH/ SOUTH LUZON - P350/way VISAYAS/ MINDANAO - P400/way
✓ Visa fee for 15 or 30 days (depending on Embassy)	P500 - Additional for requesting for Multiple Visa (non-refundable)
VISA REQUIREMENTS CHECKLIST – All original documents to be submitted to office	
STEPS IN JAPAN VISA PROCESSING (NON APPEARANCE)	
1. Pay the Visa Assistance Fee and submit all original documents in the checklist. Make sure everything is complete because the embassy will not accept incomplete documents.	
2. We will forward the application to Japan Embassy, processing time is up 7-12 working days. Once Approved, you can collect your passport with visa sticker in the office or through courier	
CHECKLIST (put ✓)	Primary Requirements
	Philippine Passport with at least 6 months validity (make sure page 3 is signed) Old Passport with stamps
	Photocopy of passport stamps to non-visa country and previous and valid visas
	2 pcs Colored Photo (4.5 cm x 3.5 cm) with white background must be taken within 6 months
	Signed Authorization Letter from Flyer's Hub
	Accomplished and signed Application form in A4 size (to be provided) - use black pen only you can download here: https://www.ph.embjapan.go.jp/files/000163096.pdf
	Original PSA Birth Certificate should be not more than 1 year old * if late registered, kindly provide Baptismal and Form 137 * if no Form 137, kindly provide a signed explanation letter why there is no Form 137 * if no record in PSA, kindly provide Local Civil Registry Copy * if no copy of Local Civil Registry, provide a signed explanation letter why there is none
	Original PSA Marriage Certificate (if applicable) should be not more than 1 year old
	OPTIONAL: Day to Day Itinerary (PHP 500), Hotel Voucher (PHP 500) and Airline Ticket (PHP 1,000). If you want us to prepare for you.
CHECKLIST (put ✓)	Financial Requirements
	Original Bank Certificate (Ideal amount for the current balance is ₱100,000) Including type of account, opening date, average daily balance and current balance
	Original or Photo Copy of Latest 3 months Bank Statement (Ideal amount for the Average Daily Balance is P50,000)
	Form 2316 for individual signed by Employee & Employer / Form 1701 or Form 1702 to for companies w/ BIR Receipt
If applicable (put ✓)	Additional Requirements if Employed
	Original Signed Certificate of Employment (Indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)
	Photocopy of Company ID
	Photo Copy of PRC Card or IBP Card (if applicable)
If applicable (put ✓)	Additional Requirements if Business Owner
	Photo Copy of DTI or SEC Permit
	Photo Copy of Mayor's Permit
	Photo Copy of BIR company registration
If applicable (put ✓)	Additional Requirements for students
	Original Copy of School Certificate
	School ID

Important Notes

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide financial requirements. We will also provide a letter of sponsorship to be filled-up by the sponsor.
2. Visa approval is at the discretion of the Visa officers. We cannot guarantee 100% approval.
3. In case we found the documents insufficient, we will return the documents and charge P500/applicant as assessment fee including the courier fee. Remaining payment will be refunded to you.
4. 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.
5. For denied application, you can re-apply after 6 months. No Refunds for the Visa Assistance fee.

Application Form:

<https://drive.google.com/file/d/1nhINV-MBcm0J7yTPXJ1dgTpNOST7E1C3/view?usp=sharing>

FOR INQUIRES



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Grace Travel and Tours Services GTTS