



JAPAN TEMPORARY VISITOR VISA APPLICATION CHECKLIST & SERVICE GUIDE

For tourism and other permitted short stays

This guide explains the information and documents normally needed for a Japan Temporary Visitor Visa, submission routes, current fees, Riogrannde Travels services, important responsibilities and terms. Requirements vary by nationality, residence, purpose and application location.

Prepared by Riogrannde Travels
Your Next Destination, Our Priority

1. ELIGIBILITY & PROCESS OVERVIEW

- ✓ Check whether your passport nationality is visa-exempt. Visa exemption is based on nationality, not residence status.
- ✓ Confirm that the intended stay is temporary and for tourism, visiting relatives or friends, recreation, an unpaid conference or another permitted activity. Paid work and profit-making activity are not permitted.
- ✓ Choose the correct route: an in-person application at the responsible Japanese mission, an eligible Japan eVISA tourism application, or another locally authorised route.
- ✓ Provide the information and documents needed to prepare the application.
- ✓ Review and sign the completed form before submission.
- ✓ Attend the appointment or provide any additional information requested.
- ✓ Pay the applicable issuance fee when instructed and await the decision/passport return.

British Citizen passport holders normally do not require a visa for eligible short visits. Non-British applicants should check whether their nationality is visa-exempt. The Embassy in the UK does not normally accept applications from UK visitors or other non-residents.

2. INFORMATION REQUIRED

- ✓ Surname, given names and any former names
- ✓ Date/place of birth, sex, marital status, nationality and any previous nationality
- ✓ Passport number, issuing authority, place/date of issue and expiry date
- ✓ Full residential address, postcode, phone number and email address
- ✓ Occupation or study details, including employer/school name, address and telephone number
- ✓ Purpose of visit, intended arrival/departure dates, duration and requested entries
- ✓ Proposed flight, accommodation and day-by-day schedule of stay
- ✓ Estimated travel expenses and the person responsible for the costs
- ✓ Parents' names and spouse details, where applicable
- ✓ Previous visits to Japan and any previous visa refusals
- ✓ Host, inviter, guarantor or emergency-contact details where relevant

If applying in a country where you are legally resident but which is not your home country or country of citizenship, provide a valid residence permit or other proof of legal residence. (For applicants residing in the UK: provide your UK eVisa details/printout and immigration share code.)

3. CORE DOCUMENTS

- ✓ Original valid passport and a clear copy of the biodata page
- ✓ Completed and signed Japan visa application form
- ✓ Recent passport photograph meeting the requirements of the application route
- ✓ Valid residence-permit evidence where applying outside the country of citizenship
- ✓ Flight itinerary or reservation
- ✓ Hotel/accommodation reservation, or host details where staying privately
- ✓ Detailed schedule of stay showing intended activities and locations
- ✓ Recent personal bank statements, normally covering three to six months
- ✓ Employment letter, recent payslips and leave approval, where employed
- ✓ Business registration, business statements, tax or trading evidence, where self-employed
- ✓ School or university letter, where studying
- ✓ Sponsor letter, sponsor ID/status and financial evidence, where sponsored
- ✓ Invitation letter, guarantee documents and proof of relationship, where applicable
- ✓ Any additional documents required for the applicant's nationality, purpose or local mission

Current Living Status & Proof of Income

- ✓ Show clearly where you live and your lawful status in the application country.
- ✓ Provide consistent evidence of employment, study, business, savings or sponsorship.
- ✓ Explain any unusual deposits or important changes in circumstances.
- ✓ Documents should be genuine, current, legible and consistent with the application form.

4. BOOKINGS, INSURANCE & FINANCES

- ✓ Accommodation: Riogrande Travels usually prepares an unpaid hotel reservation where required, unless you have already purchased accommodation or made suitable arrangements. Temporary reservations may expire.
- ✓ Flights: a temporary reservation may be prepared where appropriate. Avoid non-refundable purchases before a decision.

- ✓ Travel insurance: strongly recommended. Our travel insurance costs £35 per traveller and is normally arranged as annual cover unless you specifically request otherwise; insurer eligibility and policy terms apply.
- ✓ Finances: provide sufficient, credible funds for the whole trip, including transport, accommodation and daily expenses. No fixed universal daily amount replaces evidence appropriate to your itinerary.

5. SUBMISSION, FEES & PROCESSING

Item	Current UK guide	Important note
Single-entry visa	£77	Most fee-paying nationalities; Indian nationals £4
Multiple-entry visa	£154	Only where eligible; Indian nationals £4
Riogrande service fee	£120	Professional preparation and support
Travel insurance (optional)	£35 per traveller	Normally annual cover unless otherwise requested

Some nationalities qualify for a fee exemption or different rate. Visa fees are generally charged only when a visa is issued. Official fees and procedures may change; the amount confirmed by the responsible mission or eVISA system applies.

A valid in-person application accepted in the UK normally takes about five working days. Japan eVISA processing averages about two weeks. Either route may take longer if examination, additional documents or referral is required. Apply early.

What Riogrande Travels will provide

- ✓ Eligibility and application-route assessment
- ✓ Preparation of the visa application form using applicant-supplied information
- ✓ Supporting-document review and financial-document guidance
- ✓ Schedule-of-stay and travel-reservation support where agreed
- ✓ Pre-submission review and general application support

6. TERMS & CONDITIONS

1. Visa approval is solely at the discretion of the Embassy, Consulate-General or other competent Japanese authority; no outcome is guaranteed.

2. Complete documents do not guarantee approval, entry or a particular length/number of entries.
3. Applicants must provide accurate, complete, genuine and verifiable information and documents.
4. False, altered or misleading information may cause refusal, restrictions or legal consequences.
5. The applicant must review and approve the form before submission and bear costs caused by incorrect information supplied.
6. The applicant is responsible for passport, residence, health, entry and customs requirements.
7. The applicant must attend appointments and respond to requests within the prescribed time.
8. Appointments, processing and passport return are controlled by third parties and cannot be guaranteed.
9. Riogrande Travels provides administrative travel and visa support, not legal or immigration advice.
10. Service fees are non-refundable once work has commenced, except where we cannot deliver the purchased service, agree otherwise in writing or an error is directly attributable to us.
11. Official and third-party fees are separate and governed by the relevant authority or supplier.
12. Third-party refunds depend entirely on the supplier's terms and processing.
13. Temporary flight and hotel reservations may expire, change or be cancelled and do not guarantee approval.
14. Applicants may arrange flights, hotels and insurance independently.
15. Insurance is subject to insurer eligibility, exclusions, limits and policy wording.
16. Avoid irreversible or non-refundable travel commitments before a final decision.
17. Airline changes, cancellations, baggage, check-in and boarding remain subject to fare rules and applicant responsibility.
18. The applicant must promptly disclose changes to passport, address, employment, finances, travel, family or immigration circumstances.
19. Riogrande Travels may rely on applicant-supplied information and is not liable for undisclosed facts.
20. We are not liable for embassy delays, policy changes, airline disruption, courier delay or third-party platform failure outside our control.
21. Applicants should keep copies of all forms, evidence, receipts and confirmations.
22. Communication should occur during published working hours except for genuine emergencies or agreed appointments.
23. Service may be discontinued without refund for fraud, harassment, abuse, threats, violence or document manipulation.
24. Any variation to scope, price or refund terms must be agreed in writing.

25. Payment, submission of information or instruction to proceed confirms acceptance of these terms.

7. FINAL PRE-SUBMISSION CHECK

- ☐ I have confirmed that I need a visa and selected the correct application route.
- ☐ My passport, residence and personal details are correct.
- ☐ My purpose, dates, accommodation, transport and schedule of stay are consistent.
- ☐ My employment, study, business, sponsorship and financial evidence is complete.
- ☐ I have disclosed previous Japan travel and visa refusals.
- ☐ I have reviewed and signed the application form.
- ☐ My photograph and supporting documents meet the applicable requirements.
- ☐ I understand temporary reservations may expire and do not guarantee approval.
- ☐ I will follow the submission, appointment and payment instructions for my location.
- ☐ I have read and accepted the terms in this guide.

[Embassy of Japan in the UK - Temporary Visitor Visa](#)
[Embassy of Japan in the UK - General Visa Information](#)
[Embassy of Japan in the UK - Current Visa Fees](#)

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