EMBASSY OF FRANCE IN JAPAN

APPLICATION FOR A SCHENGEN VISA
for tourism, family or private visit, business trip

- It is strongly recommended to lodge your application at least three weeks before your departure. Your visa application can be lodged up to three months before your departure. **If it is lodged less than two weeks before your departure, the decision can be made after the departure.**

LIST OF DOCUMENTS TO BE PROVIDED AND SORTED IN THE FOLLOWING ORDER:

1.	ORIGINAL ☐	**The present list of documents.** Please check the prepared items.
Documents required to submit a visa application		
2.	ORIGINAL ☐	**1 filled in and signed Schengen visa application form** (*available on the Embassy website here: http://www.ambafrance-jp.org/spip.php?article518*). Same signature as your passport's. Do not fill your application form with a pencil.
3.	ORIGINAL ☐	**1 colour identity photograph**, 3.5 x 4.5 cm size, full-face view, less than six months-old. The background should be white or very light colour**.** Digital photographs are not accepted.
4.	ORIGINAL ☐ COPY ☐	A **passport** or travel document valid for a minimum of 3 months after the intended date of departure from the Schengen area. The validity of your passport cannot exceed 10 years from the date of first issuance. It must contain at least 2 blank pages. Copies of pages showing the identity and the signature of the passport holder.
5.	CASH ☐	**Application fees:** 60 € **charged in Japanese Yen, and in cash only.** Be aware that the application fee is not refundable. In case of a visa refusal, this processing fee will not be refunded.
6.	ORIGINAL ☐ COPY ☐	**Your visa ou Japanese residence permit :** - « *Resident card* ». - or « *Alien card* » valid for at least 3 months after the date of departure from the Schengen area. - or japanese visa and valid « *re-entry permit to Japan* » valid for at least 3 months after the date of departure from the Schengen area.
Supporting documents (Please provide all documents that correspond to your situation when lodging the application)		
7.	ORIGINAL ☐ COPY ☐	**Proof of your situation in Japan (with translations in English or French)** a) Depending on your situation : • *Employees*: certificate of employment on company's letter head paper, dated and signed. Applicant's name, status, hiring date and monthly salary **must** appear. • *Students*: certificate of student registration mentioning the current status and the expected graduation date. Scholarship certificate if applicable. • *Independent professionals, business owners*: business registration certificate (*kojinjigyo kaigyo shomeisho, tokibo tohon*, etc), income tax certificate for the past 2 years. • *Housewives or unemployed people*: guarantee letter "engagement de prise en charge" from the person paying the expenses during the trip, dated and signed (same signature as the guarantor's passport). A copy of the guarantor's passport and copy and his/her employment certificate. Spouse or child of Japanese nationals must provide a *koseki tô hon* with an **apostille** from the Japanese Ministry of Foreign Affairs. Other nationalities must provide the *jûminhyo* with an **apostille** from the Japanese Ministry of Foreign Affairs.

8.	ORIGINALS ☐ COPIES ☐	**Documents showing the purpose of your stay (with translations in English or French)** **a) *Visits for tourism or private reasons*:** 1. Invitation from the host if staying with one. 2. Confirmation of the booking of a tour, or other document showing the program of the visit. 3. For a transit visa: visa and flight reservation for the next destination. **b) *For business trips*:** 1. Invitation from a firm or organization in France to attend meetings, conferences or business events. **OR** other documents showing business relations: contracts, invoices… **OR** entry tickets for fairs or congresses. 2. Documents proving the activities of the company. 3. If you are an employee, letter of mission issued by your employer, duly dated, signed and stamped, and showing the date(s) and purpose of the business trip. **c) *For study or training visits:*** 1. Certificate of enrolment at an educational establishment in Japan. 2. Student card issued by the French school/university or description of the intended training course (if such information isn't provided on the certificate of enrolment). **d) *Visit for cultural, sport, political events or other reasons*:** 1. Invitation, or entry ticket, or enrolment or program indicating (when possible) the name of the host organization and the duration of the stay, or any other appropriate document showing the purpose of the visit. **e) *Visit for medical reason*:** 1. Official certificate issued by the medical institution confirming that the treatment is not available in Japan. 2. Confirmation from the French medical institution of the patient's acceptance. 3. Proof of sufficient financial means to cover medical expenses. **f) *Visit in a religious institution*:** • "**justificatif unique**" (*model available on the Embassy website here: http://www.ambafrance-jp.org/spip.php?article518*) issued by the host institution. In this case, documents described below at paragraphs 9, 10, 11 and 12 are not required. • OR invitations, enrolment or program indicating (when possible) the name of the host organization and the duration of the stay, or any other appropriate document showing the purpose of the visit. **g) *Scientific visit:*** • *If the purpose of stay is to carry out scientific researches in a French research institution:* "**convention d'accueil**" (*model available on the Embassy website here: http://www.ambafrance-jp.org/spip.php?article518*) **original only**, signed by the host institution and the prefecture authority. In this case, documents described below at paragraphs 9, 10, 11 and 12 are not required. • *If the purpose of the stay is not for scientific research, it is then a business trip (case b).*
9.	ORIGINALS ☐ COPIES ☐	**Proof of the itinerary** 1. **Reservation of Japan-France return ticket**. If you have bought or made your reservations online, please provide the e-tickets and the email of confirmation sent by the Provider's website. 2. **Program of the trip**: Itinerary of your trip which shows entry and departure dates and number of days spent in each country, as well as the purpose of each step of the stay (free format). 3. If applicable, visas for the countries outside the Schengen area visited after France.
10.	ORIGINALS ☐ COPIES ☐	**Proof of accommodation** • **Confirmed hotel reservations stating clearly your name** for the whole duration of your stay in the Schengen states with the address of the hotel and the dates. • **OR** for a stay at a friend or a relative's home: an "**attestation d'accueil**" issued by the City Hall in France is required (the dates of the accommodation must strictly match with the actual dates of the stay). **Original only**. • **OR** appropriate proof which shows the type of accommodation considered.
11.	ORIGINAL ☐ COPY ☐	**Proof of your personal means of support during your stay (not applicable for business visits if the employer states he will be paying for all expenses) :** Document showing sufficient means of support during your stay in the Schengen states (minimum 65 Euros per day): up-to-date bank booklet (copy of the personal data pages and the transactions for the last 3 months) or bank statement issued from less than one month, showing the transaction details (not just the balance of your account). *+ If applicable: proofs of financial support by a third party :* *1. Letter of financial support in which the sponsor will explain why he is giving support, copy of a valid proof of his identity, and a proof of family ties if applicable.* *2. Proof of the financial resources of the sponsor: up-to-date bank booklet (copy of the personal data pages and the transactions for the last 3 months) or bank statement issued from less than one month.* *+ If applicable: proof of financial support by your employer or an organization: certificate of financial support.*

12.	ORIGINAL ☐ COPY ☐	**International overseas travel insurance** • The international overseas travel insurance must be valid throughout the Schengen area, at least for the country or the countries of destination and cover the whole period of stay. It must cover medical, hospitalization and repatriation expenses. Minimum coverage must be 30 000 €. • **OR** any document that proves you are covered during your trips abroad.
13.	ORIGINALS ☐ COPIES ☐	**Minors (under 18 years old) if travelling alone or with only one of the parents** 1. written consent signed by both parents or the parent not travelling with the minor : "*autorisation de sortie du territoire*" (*model available on the Embassy website here: http://www.ambafrance-jp.org/spip.php?article518*) 2. copies of both parents passports or the parent not travelling with the minor (or any official ID with photograph and signature) 3. proof of family ties (*koseki tohon*) with an **apostille** from the Japanese Ministry of Foreign Affairs a **certified** translation in English or French. If born outside Japan, the birth certificate must be issued by the authorities of the country where you were born and bear an apostille or be legalised when applicable (check with your Embassy).
14.	ORIGINALS ☐	**Self-addressed envelope with an 82 yen stamp**
Return or picking up passport		
A.	AT THE GUARD POST ☐	**In person,** at the guard post of the Embassy only, from Monday to Friday **from 12:30 PM to 2 PM**. The passport will be given only on presentation of the original receipt ("quittance").
B.	ENVELOPE ☐	**A Red Letter Pack 510 (highly recommended) or self-addressed envelope with 600 JPY stamps**.
C.	ORIGINAL ☐	For pick up by a third party: please provide with your application file a **letter of attorney** properly dated and signed and giving the identity of your representative. When picking up the passport, this representative will have to present a copy of the letter of attorney, a proof of his identity and the receipt of the visa application.