



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **JAPAN BUSINESS SUSPENDED VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - Needs to be valid for at least 6 months from date of lodging.
  - Has to have at least 2 blank visa pages.
- Visa Application Form.
  - You will find one in our document pack.
- Photograph:
  - One passport sized photo on an off white background of photo booth quality.
- Proof of a UK Residency permit if applicable. Provide one of these three options:
  - The original UK visa must be supplied. If its on a card then also supply a copy of both sides.
  - If the UK visa is in an old passport supply the passport plus copy of the visa and the photo bio page.
  - If the visa is in the current passport provide a photo copy of it.
  - 'Your immigration status' print out from gov.uk showing your name. ID photo, immigration status and 'Share code'.
- Original/Scanned UK company letter
  - It must include the following points:
    - It must be fully addressed to the Japanese Embassy in London.
    - State the length of visa and amount of entries needed.
    - The employer is financially responsible for the trip.
    - Purpose of trip and the name of the company being visited.
    - Guarantee that the applicant will abide by Japanese law.
    - Passport Expiry date
    - Passport Start date.
    - Passport number and Nationality.
    - Applicants full name.
- Invite template letter from Japan written in English or Japanese:
  - You will find the invite template form in our down loadable pack.
- Schedule of Stay form
  - You will find one in our downloadable pack.
- Regent Visas Order Form:
  - You will find this in our document pack.
- Important notes:
  - Sometimes additional information maybe requested by the Embassy.
  - If you have a non-machine readable passport then it is advisable to get a visa prior to travelling.
  - Staples are not allowed on the forms/photos/documents.
  - Please be aware that there could be a delay in applying for your visa due to the fact an appointment needs to be booked prior to lodging. As an agent Regent Visas is allowed to book appointments.

## **JAPAN BUSINESS SUSPENDED VISA FOR UNITED KINGDOM NATIONALS**

- An appointment also needs to be booked to collect your visa from the Embassy. Regent Visas will book the collection appointment.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Japan Business"/>	<input type="text" value="Suspended"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE