



CIN: U63000DL2018PTC337453

Tarzan Way Travels Pvt. Ltd.

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CHECKLIST FOR JAPAN

Must have Documents

1. Original Passport with at least 6 months validity and minimum 3 blank pages + all old passports if any;
2. 2 recent colour photographs (Refer to Page 3);
3. Signed Personal Covering letter (For Employed-Plain paper/ Self-Employed-Letterhead with company stamp);
4. Savings and salary Bank Statements with minimum balance of 3 lakhs per person (last 6 months); - Bank attestation may be required.
5. ITR Acknowledgment Copies for last 3 years;
6. Proof of income - Proof of rental income, Interest Certificates, etc (as applicable)
6. Flight and Hotel reservation (If Booked)
7. Supporting Financial Documents such as Fixed Deposits, Property Investments, Other Investments etc. (Optional)
8. Visa application form.
9. Aadhar and PAN card
10. Proof of marital status - (Married: Marriage Certificate, Divorced: Divorce Decree, Widow: Death Certificate of Spouse)

Kindly note: The Govt is very strict on the photograph requirement; please ensure

that your photos are as per the specifications (page 3).

Supporting documents as per occupation

1. If Employed:

Original Leave sanctioned certificate addressed to the respective Embassy/consulate, mentioning position, job start date, salary, travel dates and destination with company seal and signature (Should be on company letterhead)
Last 3 month salary slips

2. If Self Employed:

GST / Partnership Deed / Business Registration Licence
Company's updated bank statement of last 6 months. (Attested)

3. If Retired:

Proof of retirement like pension book, statement etc.

4. If Student:

School / College / Institute ID Card;
Original Leave sanctioned certificate addressed to the respective Embassy/consulate, mentioning class/course, travel dates, destination with school seal, signature, email ID and contact number (Should be on institute letterhead)

5. If Minor:

Birth Certificate;

6. If Visiting friend or relative:

Original Invitation letter;
Inviter's ID proof like Passport, valid Japan visa/Resident Permit;
Address proof like any Electricity bill, any Utility bill etc.

7. If Sponsored:

Sponsorship letter (Mentioning Travel dates and relationship).
Sponsor's national ID proof like Passport, PAN card or Resident permit;
Updated personal / company's bank statement of last 6 months.
Pay slips (In case of employed) / GST (In Case of Self Employed)

8. For Business Visa:

Original Invitation letter from host Company stating purpose of trip, business details etc;

Original Letter of Guarantee & a certified copy of the incorporation register or an overview of company / organisation. (If inviting company is bearing the expenses); Covering letter from Indian company on company letterhead.

Disclaimer: The Tarzan Way acts solely as an intermediary for your visa application submissions. The grant or refusal of the visa is at the discretion of the respective Embassy. We are neither liable nor responsible for any delays in processing, granting, or rejection of visa applications. Additionally, embassies may request extra documents, supporting materials, or additional fees at any time, for which The Tarzan Way is not responsible. We must comply with any new regulations or requirements to process visa applications for specific countries. Japan Embassy does not give a rejection letter in case of refusal.

VISA PHOTO REQUIREMENT

The Embassy/Government are very strict about the photograph requirements for applicants. Your visa may be rejected if these requirements are not met.

- **Two photographs (2x2 inch)**
- **Not more than 6 months old**
- **Coloured with a plain white background**
- **Taken looking straight forward with the face clearly visible**

with 80% face coverage

- **Clear picture printed on good quality paper**

