



CIN: U63000DL2018PTC337453

Tarzan Way Travels Pvt. Ltd.

www.thetarzanway.com

AD-71B, POCKET AD
Shalimar Bagh
New Delhi- 10088

info@thetarzanway.com
+91 99997 65448

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. For Kolkata Jurisdiction: Minimum Balance of 5 lakhs per person (last 6 months)
6. For Kolkata Jurisdiction: Self-declaration explaining all transactions above INR 50,000 in the last 6 months
7. ITR Acknowledgment Copies for last 3 years;
8. Proof of income - Proof of rental income, Interest Certificates, etc (as applicable)
9. Flight and Hotel reservation (If Booked)
10. Supporting Financial Documents such as Fixed Deposits, Property Investments, Other Investments etc. (Optional)
11. Visa application form.
12. Aadhar and PAN card
13. Proof of marital status - (Married: Marriage Certificate, Divorced: Divorce

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 / MSME/ UDHYAM / Business Registration Licence
- Company's updated bank statement of last 6 months. (Attested)
- Company ITRs (if available)

3. If Retired:

- 3 Month Pension slips
- Proof of rental or other source of income.

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 (or other proof of relationship)

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;

- Sponsor's national ID proof like Passport, PAN card or Resident permit;
- Updated bank statement of last 6 months (personal and company if self-employed)
- 3 years ITR (Personal and company if self-employed)
- 3 months Salary Slips - if the sponsor is employed
- GST / MSME / UDHYAM Registration- if sponsor is 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

- **Two photographs (2x2 inch), for Kolkata (35mm*45m)**
- **Not more than 6 months old**
- **Coloured with a plain white background**
- **Taken looking straight forward with the face clearly visible, hair tied and ears visible with 80% face coverage.**
- **Clear picture printed on good quality paper**