



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. 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

14. Passport-style photo: Kindly note: The Govt is very strict on the photograph requirement; please ensure that your photos are as per the specifications-

- Not more than 3 months old
- Three Photographs
- Dimensions for Delhi, Mumbai, Chennai jurisdiction: 2X2 inch
- Dimensions for Bengaluru, Kolkata jurisdiction: 35mmX45mm
- 80% face coverage
- Hairs tied and both ears visible
- No spectacles
- Coloured with a plain white background
- Neutral expression, looking forward, no teeth visible
- No borders
- Clear and sharp photo printed on good quality paper.

Additional 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)
- Passport Copy / Aadhar of parents
- In case minor not accompanied by both parents, consent letter from the non-accompanying parent OR custody proof.

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

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.