



## 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 TOURISM-SIGHTSEEING STANDARD 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
  - Supply one passport sized photo on an off white background of photo booth quality.
- Proof of a UK Residency permit if applicable:
  - 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.
  - Or:
  - Share Code and You Immigration status printout from the Gov.uk site. It must show your name, ID photo and immigration status.
- Original/Scan letter from UK Employer or Academic institution (i.e.School) letter, issued within the last 3 months.
  - Include the following points:
  - Detail the purpose of the trip.
  - It must be fully addressed to the Japanese Embassy in London.
  - State that the applicant will return to work upon return.
  - Confirm that the applicant is employed at the company.
- Complete the Schedule of Stay form
  - You will find one in our downloadable pack.
- Copy of Flight itinerary showing the return or onward-journey
- Copy of Hotel Confirmation.
- Recent Bank statements (within the last 3 months) to show sufficient funds for the proposed trip.
  - If there is a bank transfer received for £1000 or more, from a family member or friend, supply that persons bank statement.
  - Supply a statement from the applicant explaining what the transaction was for.
- 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.
  - An appointment must be booked to collect a visa. 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 Tourism-Sightseeing"/>	<input type="text" value="Standard"/>	<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