



## 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 WORK 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
  - One passport sized photo of photo booth quality.
- A copy of both sides of the Certificate of Eligibility issued by the Ministry of Justice.
  - It should be no older than three months. If it is complete the COE extension 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.
  - Currently an appointment needs to be booked to lodge visa applications. This will add to the time it takes for a visa to be obtained as displayed on our website.
  - 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

VAT NO.

Purchase order No.

## 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 Work"/>	<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