



# VIP SERVICES

2012 Louisiana Street  
Houston, Texas 77002  
713-659-8472 1-800-856-8472 Fax 713-659-3767  
Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_  
  
AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$ \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
  
SIGNATURE OF CARD HOLDER  
REQUIRED: \_\_\_\_\_

### VISA PROCESSING LIST COUNTRIES

AND  
AND

### CONSULATE FEES: CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## CONSULATE-GENERAL OF JAPAN

5300 First Interstate Bank Plaza

1000 Louisiana Street

Houston, Texas 77002

Phone: (713) 652-2977 — Fax: (713) 651-7822

### Requirements for a Working Visa to Japan (Engineer)

The applicant must be a full-time staff member of the sending company and **must** submit all of the following documents:

1. Valid passport, which must be properly signed. Please allow one blank page for visa stamp.
2. Two visa application forms, which must be typewritten or clearly printed in English, and signed. ( Original forms can be obtained by sending a written request and a self-addressed stamped envelope to this office.)
3. Two passport sized photographs (taken within the last six months).
4. Resume (in duplicate).
5. School Diploma (in duplicate).
6. Letter of explanation (in duplicate) that must include the following information:
  - a. The reason why applicant must be stationed in Japan.
  - b. Applicant's position and monthly salary.
  - c. Intended commercial activities in detail.
  - d. Proposed length of stay.
  - e. Please list accompanying dependents ( if applicable).
7. Statement of detailed information made by an authorized officer of the firm, which includes the following:
  - a. Name, address, date of establishment.
  - b. Amount of capital and gross sales in recent fiscal year.
8. Letter of Guarantee submitted by an authorized officer from sending company
9. Statement issued by party responsible for applicant's travel and living expenses.
10. For the applicant who holds the **Certificate of Eligibility** issued by the Ministry of Justice in Japan, please submit the original Certificate of Eligibility, and No's. 1, 2 & 3.
11. Depending upon the applicant's nationality or specific circumstances of the case, there may be additional requirements or a visa fee.

#### IMPORTANT

When processing your application by mail, please include a self-addressed postage-paid return envelope. Check with your post office for proper mailing instructions. Responsibility for delivery of the mail does not lie with this office.

Visa hours: 9:30-11:30am and 1:30-4:00pm Monday-Friday



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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

GENTLEMEN:

MR. / MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS  
ENGAGED AS (POSITION) FOR (COMPANY NAME). MR. / MRS.  
(TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED  
EXPLANATION OF TRIP) WITH (COMPANY TO BE VISITED).

MR. / MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON  
(DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY,  
(EMPLOYER), WILL GUARANTEE MR. / MRS. (TRAVELER) MAINTENANCE  
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR  
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER  
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED  
STATES.

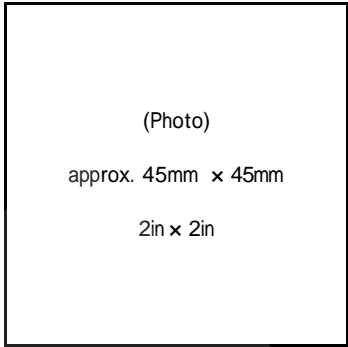
WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.  
(TRAVELER) THE APPROPRIATE (SINGLE OR MULTIPLE) ENTRY BUSINESS VISA  
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS  
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER. **DO NOT ATTENTION  
THIS LETTER TO VIP SERVICES!**

# VISA APPLICATION FORM TO ENTER JAPAN



Name in full \_\_\_\_\_  
(Surname)

\_\_\_\_\_  
(Given and middle name)

Different name used, if any \_\_\_\_\_

Date and place of birth \_\_\_\_\_ : \_\_\_\_\_  
(Day) (Month) (Year) (City) (Province) (Country)

Sex \_\_\_\_\_ Marital status: married \_\_\_\_\_ single \_\_\_\_\_

Nationality or citizenship \_\_\_\_\_

Former nationality, if any \_\_\_\_\_

Purpose of journey to Japan \_\_\_\_\_

Length of stay in Japan intended \_\_\_\_\_

Route of present journey : Probable date of entry \_\_\_\_\_

Port of entry into Japan \_\_\_\_\_ Name of ship or airline \_\_\_\_\_

Passport (Refugee or stateless should note the title of Travel Document) \_\_\_\_\_

No. \_\_\_\_\_ Diplomatic, Official, Ordinary Issued at \_\_\_\_\_ on \_\_\_\_\_

Issuing authority \_\_\_\_\_ Valid until \_\_\_\_\_

Criminal record, if any \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ Tel. \_\_\_\_\_

Profession or occupation \_\_\_\_\_

Name and address of firm or organization to which applicant belongs \_\_\_\_\_

\_\_\_\_\_ Tel. \_\_\_\_\_

Post or rank held at present \_\_\_\_\_

Principal former positions \_\_\_\_\_

\* Partner 's Profession/occupation (or Parents ' Profession/occupation) \_\_\_\_\_

Address of hotels or names and addresses of persons with whom applicant intends to stay \_\_\_\_\_

Dates and duration of previous stays in Japan \_\_\_\_\_

Guarantor or reference in Japan : Name \_\_\_\_\_

Address \_\_\_\_\_ Tel. \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

\* (Remarks) Special circumstances, if any \_\_\_\_\_

I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible.

Date of application \_\_\_\_\_  
(Day) (Month) (Year)

Signature of applicant \_\_\_\_\_

\*These items are not essential to be filled