

Sample List

Basic Documents Required for Intra-Company Transferee Visa

1. Employee-side (applicant):

- ① University graduation certificate (Copy)
- ② University course GPA and grades for all modules (Copy)
- ③ Completed application form*
- ④ Passport (copy)
- ⑤ One 4cm by 3cm full colour photograph taken within the last 6 months

2. Employer-side (applicant's hiring company):

- ① Certificate of Registered Matters
- ② The latest Statement of Accounts
- ③ Withholding and Payment Records
- ④ Employment contract(s) (copy)
- ⑤ Letter of Appointment (copy)
- ⑥ Notification of Transfer Order (copy)

*available on Japanese Immigration Bureau's website