

**** COMPANY LETTERHEAD ****

DATE

SAMPLE

Visa Officer
Embassy of Japan
16 Nassim Road
Singapore 258390

SUBJECT : APPLICATION FOR ENTRY VISA

This serves to certify that the below named visa applicant is an employee of our company.

Applicant: <EMPLOYEE'S NAME>

Nationality: <NATIONALITY>

Passport No.: <PASSPORT NO.>

Joined Date: <MONTH/YEAR>

Designation: <POSITION>

Current Monthly Salary: <S\$SALARY>

The visa applicant will be going to Japan for *(delete where applicable)* ***vacation / *business trip (briefly describe purpose of business trip)** from **DD/MM/YY** to **DD/MM/YY**.

☆ *Select an appropriate paragraph below:*

***The expenses to be incurred during this trip will be entirely borne by the company.**

***The expenses to be incurred during this trip will be entirely borne by the visa applicant.**

<SIGNATURE OF COMPANY ADMINISTRATOR>

FULL NAME

DEPARTMENT / DESIGNATION

CONTACT NUMBER

**** SCHOOL LETTERHEAD ****

DATE

SAMPLE

Visa Officer
Embassy of Japan
16 Nassim Road
Singapore 258390

SUBJECT : APPLICATION FOR ENTRY VISA

This serves to certify that the below named visa applicant is a student of our school. The visa applicant is currently enrolled in the **COURSE NAME** program scheduled for completion in **MONTH/YEAR**.

Applicant: <APPLICANT'S NAME>

Nationality: <NATIONALITY>

Passport No.: <PASSPORT NO.>

The visa applicant will be going to Japan for a *(delete where applicable)* ***personal / *school trip (describe purpose of school trip)**.

☆ *Select appropriate paragraph(s) below:*

***We wish to confirm that this trip has no impact on his course schedule as it will take place during the school vacation from DD/MM/YY to DD/MM/YY.**

***We wish to confirm that official time off has been granted to the visa applicant from DD/MM/YY to DD/MM/YY as the trip will coincide with the course term.**

***All expenses to be incurred during this trip will be borne by the *(delete where applicable)* *school / *student.**

<SIGNATURE OF SCHOOL ADMINISTRATOR>

FULL NAME

DEPARTMENT / DESIGNATION