

TIMELINE VISA JEPANG

8-19
JANUARI
2018

**PENGUMPULAN DOKUMEN
PERSYARATAN VISA JEPANG**

***BAGI PESERTA TRIP JEPANG:**

**HARAP DAPAT MENGUMPULKAN DOKUMEN
PERSYARATAN VISA SECEPATNYA HINGGA
19 JANUARI 2018. DOKUMEN PERSYARATAN
VISA DIKUMPULKAN KE KANTOR PUSAT
LIVEWELL GLOBAL.**

ALAMAT KANTOR PUSAT LIVEWELL GLOBAL:

**GRAND PALACE, RUKO PALAZZO BLOK A12
JL. BENYAMIN SUAEB KAV. A5, KEMAYORAN
JAKARTA PUSAT, 10630
UP: **MONICA****

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PERSYARATAN DOKUMEN VISA JEPANG

E-PASSPORT

E-Passport asli dengan masa berlaku min. 7 bulan & paspor lama.

Formulir Visa Waiver yang sudah ditandatangani. Formulir telah dilampirkan setelah persyaratan ini. (**Lampiran I**)

Note: Bagi yang sudah memiliki **visa waiver** dan **ganti paspor baru** harus proses lagi dan **melampirkan paspor lama dan visa waiver.**

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PERSYARATAN DOKUMEN VISA JEPANG

NON
E-PASSPORT
ATAU
PASSPORT
BIASA

Paspor terbaru asli dengan masa berlaku minimal 7 bulan.

Paspor lama yang asli.

Pas foto terbaru 4,5 x 4,5 = 2 lembar.

- Background putih.
- Tidak boleh memakai kacamata / lensa contact.
- Pundak harus terlihat.
- Foto tidak boleh distaples.

Surat Sponsor dari perusahaan (disediakan oleh LWG bagi member, bagi non-member harap mempersiapkan surat sponsor dengan contoh di Lampiran II).

Fotokopi **SIUP** (jika jabatan adalah pemilik perusahaan di surat sponsor).

Fotokopi (ukuran asli):

- Kartu Tanda Penduduk (KTP),
- Kartu Keluarga (KK),
- Akte Nikah,
- Akte Kelahiran (anak),
- Ganti Nama Akte Kelahiran (Jika ada).

Fotokopi rekening atau tabungan yang sudah dilegalisir bank untuk 3 bulan terakhir (Oktober, November, Desember) dan Januari (tidak penuh 1 bulan), dengan:

- Minimal saldo transaksi 20 juta/orang,
- Jika saldo tabungan tidak cukup, maka dapat melampirkan saldo deposito.

Surat Izin:

- Dari Suami untuk Istri yang bepergian sendiri & Fotokopi KTP Suami. (Contoh di Lampiran III)
- Dari Orang Tua untuk anak yang bepergian sendiri & Fotokopi KTP kedua Orang Tua. (Contoh di Lampiran III).

Fotokopi kartu pelajar untuk anak / surat keterangan sekolah bagi mahasiswa.

Formulir Aplikasi yang sudah diisi dan ditandatangani. (Contoh pengisian Formulir di Lampiran IV dan Formulir kosong ada di Lampiran V).

Untuk paspor baru / yang masih kosong, lampirkan surat referensi bank yang menyatakan saldo serta nomor rekening dan nama pemilik rekening yang sesuai dengan copy rekening 3 bulan terakhir.

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PERSYARATAN DOKUMEN VISA JEPANG

CATATAN PENTING :

- **Tidak boleh menggunakan sampul paspor serta lampiran lain** yang tidak berhubungan dengan pengurusan visa.
- **Jangan menggunakan staples** untuk menyatukan dokumen, harap selalu gunakan clip.
- **Jangan menggunakan kertas selain A4.** Gunakan selalu kertas dengan ukuran A4 untuk formulir aplikasi, fotokopi KTP, dan fotokopi berkas lainnya termasuk bukti keuangan. Hindari penggunaan kertas ukuran F4 dan jenis kertas lainnya.
- **Untuk informasi lebih lanjut** mengenai persyaratan visa Jepang ini, Anda bisa menghubungi nomor telepon:



1. **Monica** : 0811 8716 811
2. **Floren (Dwidaya Travel)** : 0812 8412 2963
3. **Office Dwidaya Travel** : (021) 231-2655

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LAMPIRAN 1

FORM VISA JEPANG WAIVER



FORMULIR REGISTRASI VISA WAIVER
UNTUK MEMASUKI JEPANG

REGISTRATION FORM FOR VISA WAIVER TO ENTER JAPAN

Untuk diisi petugas
Official use only

Nama lengkap _____
(seperti tertulis di paspor)
Name (as shown in passport)

Tanggal lahir _____ (Tanggal)/ (Bulan)/ (Tahun)
Date of birth (Day)/ (Month)/ (Year)

Jenis kelamin Pria Wanita
Sex Male Female

Warga negara _____ Indonesia
Nationality

Nomor Paspor _____ Tanggal terbit _____
Passport No. Date of Issue (Tanggal)/ (Bulan)/ (Tahun)
(Day)/ (Month)/ (Year)

Tanggal kadaluarsa _____
Date of expiry (Tanggal)/ (Bulan)/ (Tahun)
(Day)/ (Month)/ (Year)

Alamat _____
Address

Telp. _____ HP _____
Tel. Mobile No.

Saya, yang bertanda tangan di bawah ini, mengajukan registrasi bebas visa (visa waiver) dengan mematuhi dan memahami bahwa **saya tidak diizinkan bekerja, tidak diizinkan tinggal selama lebih dari 15 hari**, selama berada di Jepang.

I, undersigned below, apply for this registration for visa waiver, comply and understand that **I am NOT permitted to work and NOT permitted to stay for more than 15 days** in Japan.

Tanggal permohonan _____ Tanda tangan pemohon _____
Date of application (Tanggal)/ (Bulan)/ (Tahun) Signature of applicant
(Day)/ (Month)/ (Year)

Any personal information gathered in this application as well as additional information submitted for the visa waiver registration (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No.58 of 2003, hereinafter, "Act"). Retained Personal Information will only be used for the purpose of processing the visa waiver registration and to the extent necessary for the purposes stated in Article 8 of the Act.

LAMPIRAN 2

Contoh Surat Sponsor kecil



KOP SURAT PERUSAHAAN

Jakarta,

Consular Section
The Embassy of Japan
In Jakarta - Indonesia

Re : Visa Application

I the undersigned below,

Name :(*nama yang menjamin dan tidak ikut berangkat*)
Position :(*posisi jabatan*)

Here with certify that,

Name : (*nama yang berangkat*)
Passport :
Position :

Will be traveling to Japan with :

Name : (*nama anggota keluarga yang ikut berangkat*)
Passport :
Relationship :

Will be traveling to Japan from until for Holidays.

In that connection we pledge and do guarantee that, she/he will not seek and find an employment in your country and will come back to Indonesia after end of trip.

All the expenses such as airlines ticket, accommodations and ground transportation will be paid by

We therefore would appreciate if you could grant her/him the necessary visa at your earliest convenience.

Thank you very much for your kind attention and cooperation

You Sincerely,

.....(*nama lengkap*)
(posisi jabatan)

LAMPIRAN 3

**SURAT IJIN SUAMI ATAU
ORANGTUA.**



STATEMENT LETTER

Jakarta, (bulan tanggal tahun pembuatan)

Embassy of (nama negara-kedutaan)

Jakarta

Attn : Visa Section

Dear Sir/Madam,

I, the undersigned,

Name : (diisi nama suami/orang tua)

Passport No : (diisi nomor paspor suami/orang tua)

Would like to certify that :

Name : (diisi nama yang berangkat)

Passport No : (diisi nomor paspor)

Relationship :

I give his/her permission to join incentive trip to (tujuan keberangkatan) with (nama perusahaan) for (jumlah hari mengikuti tour). Tour scheduled to leave Jakarta on (tanggal keberangkatan) and will be back on (tanggal kepulangan).

All traveling expenses such as hotel accommodation, meal, ticket, etc will be paid by (nama perusahaan) and I guarantee that his/her will return to Indonesia after tour program ends.

We would highly appreciate it if you could grant his/her the necessary visa to enter your country.

Thank you very much for your kind attention and cooperation

Yours faithfully,

(ttd + materai)

..... (nama suami/orangtua)

LAMPIRAN 4

CONTOH PENGISIAN FORM
VISA JAPAN



VISA APPLICATION FORM TO ENTER JAPAN

*Official use only

(Paste photo here)

45mm x45mm

or 2in x2in

Surname (as shown in passport) WIDIANI

Given and middle names (as shown in passport) EVI TIARMAULI

Other names (including any other names you are or have been known by)

Date of birth 12 / 03 / 1962 Place of birth SAKARTA / DKI Jakarta
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male Female Marital status: Single Married Widowed Divorced

Nationality or citizenship INDONESIA

Former and/or other nationalities or citizenships

ID No. issued to you by your government 32710561000133 (No. KTP)

Passport type: Diplomatic Official Ordinary Other

Passport No. B6601 787

Place of issue SAKARTA

Date of issue 12 / 06 / 2019

Issuing authority Immigration Office

Date of expiry 12 / 06 / 2022
(Day)/(Month)/(Year)

Purpose of visit to Japan

Intended length of stay in Japan

Date of arrival in Japan

Port of entry into Japan Name of ship or airline

Names and addresses of hotels or persons with whom applicant intends to stay

Name Tel.

Address

Dates and duration of previous stays in Japan

Your current residential address (if you have more than one address, please list them all)
(alamat sesuai KK)

Address Jl. IP. H. Juanda No. 21

Tel. 021 - 231 4456 Mobile No. 0812 5613 6011

Current profession or occupation and position DISTRIBUTOR

Name and address of employer (nama perusahaan tempat bekerja)

Name PT. SUMBER JAYA Tel. 021 - 2210075

Address Jl. K.H. Mansyur No. 134

*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan(Please provide details of the guarantor or the person to be visited in Japan)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)

Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

Inviter in Japan(Please write 'same as above' if the inviting person and the guarantor are the same)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)

Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

*Remarks/Special circumstances, if any _____

Have you ever:

- been convicted of a crime or offence in any country? Yes No
- been sentenced to imprisonment for 1 year or more in any country?*** Yes No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances?*** Yes No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes No
- committed trafficking in persons or incited or aided another to commit such an offence? Yes No

** Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"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."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application 28 / 12 / 2017
(Day)/(Month)/(Year)

Signature of applicant _____ 

* It is not mandatory to complete these items.

Any personal information gathered in this application as well as additional information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used for the purpose of processing the visa application and to the extent necessary for the purposes stated in Article 8 of the Act.



LAMPIRAN 5

FORM VISA JAPAN



VISA APPLICATION FORM TO ENTER JAPAN

*Official use only

(Paste photo here)
45mm x45mm
or 2inx2in

Surname (as shown in passport) _____

Given and middle names (as shown in passport) _____

Other names (including any other names you are or have been known by)

Date of birth _____ Place of birth _____
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male Female Marital status: Single Married Widowed Divorced

Nationality or citizenship _____

Former and/or other nationalities or citizenships _____

ID No. issued to you by your government _____

Passport type: Diplomatic Official Ordinary Other

Passport No. _____

Place of issue _____ Date of issue _____
(Day)/(Month)/(Year)

Issuing authority _____ Date of expiry _____
(Day)/(Month)/(Year)

Purpose of visit to Japan _____

Intended length of stay in Japan _____

Date of arrival in Japan _____

Port of entry into Japan _____ Name of ship or airline _____

Names and addresses of hotels or persons with whom applicant intends to stay

Name _____ Tel. _____

Address _____

Dates and duration of previous stays in Japan _____

Your current residential address (if you have more than one address, please list them all)

Address _____

Tel. _____ Mobile No. _____

Current profession or occupation and position _____

Name and address of employer

Name _____ Tel. _____

Address _____

*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan(Please provide details of the guarantor or the person to be visited in Japan)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)
Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

Inviter in Japan(Please write 'same as above' if the inviting person and the guarantor are the same)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)
Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

*Remarks/Special circumstances, if any _____

Have you ever:

- been convicted of a crime or offence in any country? Yes No
- been sentenced to imprisonment for 1 year or more in any country? ** Yes No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? ** Yes No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes No
- committed trafficking in persons or incited or aided another to commit such an offence? Yes No

** Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

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"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application _____ Signature of applicant _____
(Day)/(Month)/(Year)

* It is not mandatory to complete these items.

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