

(This is an ABRIDGED version of information regularly Visa Application with a Certificate of Eligibility (COE). The guidelines here do not apply to all persons seeking a Visa Application with a Certificate of Eligibility (COE). Please refer to the detailed Visa Application with a Certificate of Eligibility (COE) link to ensure that this abridged version applies in your situation.)

Persons who wish to work, to do an academic research, to receive a training program, to study or to live as a dependent, he/she has to obtain the Certificate of Eligibility issued by the Ministry of Justice prior to apply for a visa.

Please submit the following documents:

1. Applicant's valid passport, properly signed by bearer.

Make sure, your passport is signed and has 2 blank pages left in your passport.

2. A completed and signed visa application form

You can obtain this at the Consulate General of Japan at Atlanta or the downloadable [Visa Application Form](#) available on the Website. Please use PDF file. **NOTE: Please do not staple the application form.**

3. A photo

Your photo has to be taken within the last 6 months, 2"x 2", front- view, white background and needs to have about a 5mm (less than 1/4 inch) margin above your head.

4. The original Certificate of Eligibility (COE) issued by the Ministry of Justice.

5. Visa Fee

\$ 27.00

\$ 7.00 (Indian nationals)

We accept cash. Please pay the **EXACT** amount. Personal checks and credit cards are **NOT** accepted. No visa fee is required for citizens of the US, Korea, former USSR or _____.

6. For Non-US Citizens, one or more of the following documents are requested

Copy of Green Card, I-94 and valid US Visa, Authorization of Advanced Parole, Notice of Action(I-797), updated I-20, DS-2019 etc.

7. Release of Liability Form is requested if your visa application is processed by mail

Visa applications must be submitted in person. However, those who are living in a location 100 miles away from our office within our jurisdiction can apply for a visa by mail. In this case, a self-addressed stamped envelope for Certified, Priority, and Express Mail or a prepaid mailing label with an envelope for FedEx Express or UPS Express must be submitted for return. Please include a signed "[Release of Liability](#)" Form.

NOTE: We ship only to addresses within our jurisdiction.

※The Consulate General of Japan is not responsible for your passport in case of its loss through the mailing service for return.

※The Consulate General of Japan reserves the right to request additional documents if deemed necessary.

Visa Section
Consulate General of Japan
Phipps Tower
3438 Peachtree Rd., Suite 850
Atlanta, GA. 30326

Office hours for Visas
9:00 AM - 12:30 PM and 1:30 PM-4:00 PM
Monday – Friday except holidays

Please submit your visa application before we close the window at 4:00 PM.

E-mail: ryoji@aa.mofa.go.jp
Web: www.atlanta.us.emb-japan.go.jp
Phone: (404) 926-3031 (direct) **Fax:** 404-240-4331