

## Procedures and Fees for Japan Dependent (Family Stay) Visa Application

Dependent (Family Stay) Visa ("家族滞在ビザ" in Japanese) can be applied by an individual who is the spouse or child of (and financially dependent on) a foreign national residing in Japan under one of the following classifications: "Professor", "Artist", "Religious Activities", "Journalist", "Highly Skilled Professional", "Business Manager", "Legal / Accounting Services", "Medical Services", "Trainee", "Instructor", "Engineer / Specialist in Humanities / International Services", "Intra-Company Transferee", "Nursing Care", "Entertainer", "Skilled Labour", "Cultural Activities", or "Student".

"Applicant" refers to the foreign national who wishes to enter and reside in Japan. "Taxpayer" ("扶養者" in Japanese) refers to the foreign national who is supporting the applicant in Japan. At the time of applying the dependent visa, applicant needs to submit the documents to verify the identities of the applicant and taxpayer, and documents corroborating the income of the taxpayer can afford the daily expenses of the applicant.

As the dependent visa holder is financially dependent on the taxpayer, the applicant is prohibited to work in Japan. If the applicant wishes to work, he / she must apply for the "Permission to engage in an activity other than those permitted by the status of residence previously granted" ("資格外活動許可" in Japanese). Upon the acquisition of permission, the applicant will be allowed to work for up to 28 hours a week. Here, Kaizen provides service of applying for the "Permission to engage in an activity other than those permitted by the status of residence previously granted" on behalf of the visa holder. For details, please consult with our immigration and visa professionals.

Kaizen provides application services for dependent visa. This quotation will summarize and list out the required materials, procedures, and related fees for the application of dependent visa.

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## 1. Service Procedure and Fees for Dependent Visa Application

Our fees for handling the application of dependent visa in Japan is JPY280,000. Our fees cover the following services:

- (1) Answering enquiries regarding the application for dependent visa.
- (2) Preparing visa application documents (application form, supporting document, etc.).
- (3) Arranging client to sign the documents (if required).
- (4) Submission of application for Certificate of Eligibility ("COE") to immigration Bureau.
- (5) Handling enquiries and notifications from Immigration Bureau.
- (6) Submission of additional documents (if required).
- (7) Receiving COE from Immigration Bureau.
- (8) Forwarding COE to client's specified address.

Notes:

- (1) After receiving COE, applicant needs to submit the visa application to the closest Consulate or Embassy. Our service does not cover this process, and it needs to be arranged by applicant.
- (2) The COE is effective for three months. Applicant needs to complete the abovementioned visa application process and enter Japan within 3 months. Applicant can receive a resident card in the airport upon the arrival in Japan (only applicable via Shinchitose, Narita, Haneda, Chubu, Kansai, Hiroshima or Fukuoka Airports; if applicant needs to enter Japan via other airports, he / she needs to apply for the resident card when registering the residence address in the city hall).
- (3) The service with fees quoted above will be corresponded in Japanese, and not included the cost for documents translation from foreign language to Japanese. Kaizen can provide Chinese, English and Malay translation services, as well as the translation of foreign language materials into Japanese. Related fees will be quoted separately.
- (4) The above quotation is for the application of COE with the Immigration Bureau in Tokyo. If applicant needs to apply for the COE in other prefectures, fees will be quoted separately.
- (5) According to the latest policy of Japanese government, all new applicants of Japan visa need to have a receiving organization residing in Japan who is responsible for the health declaration of the applicants. Dependent visa applicants can invite their family member who is residing in Japan to act as the receiving organization or can entrust Kaizen to assist the health declaration. If applicants intend to engage our assistance service for the health declaration, a service fee of JPY50,000 will be charged separately.

## 2. Required Materials

- (1) Applicant's photograph (4\*3cm); a sharp, clear photo against a plain backdrop with no shadows; must have been taken within 3 months prior to submitting the application.
- (2) Photocopy of applicant's passport.
- (3) One of the following documents to verify the identities of the applicant and taxpayer.
  - (a) Copy of Family Register
  - (b) Certificate of Acceptance of Notification of Marriage
  - (c) Photocopy of Marriage Certificate
  - (d) Photocopy of Birth Certificate (For taxpayer is the parent of the applicant)
  - (e) Other documents supporting (a) to (d) as requested
- (4) Photocopy of the taxpayer's passport or residence card (or certificate of alien registration).
- (5) Copy of the taxpayer's employment certificate or business permit (must clarify the taxpayer's occupation).
- (6) Copy of the taxpayer's tax certificate (or tax exemption certificate) for individual inhabitant taxes, and a tax payment certificate (showing gross income and taxes paid for one year).

### Notes:

- (1) The name of the applicant should be written on the back of the photograph. Applicant aged under 16 is not required to submit photograph.
- (2) For taxpayer who is not engaging in activities with remuneration or not operating a business which provides income (for example, a student visa holder), he / she needs to provide the certificate of bank account balance in taxpayer's name or a scholarship certificate which shows the amount and period, and documents equivalent to the former which prove that the taxpayer can pay for the living expenses of the applicant.
- (3) All documents in foreign language must be accompanied with Japanese translations. Kaizen can provide Japanese translation services. Pertinent fees will be quoted separately.
- (4) All certificates issued in Japan must be issued within three months prior to the submission of the application. Applicant may need to submit other related documents as per Japan Immigration Bureau request.

## 3. Procedures and Time Frame

If the applicant works closely with us, it will take 3-7 months to complete all relevant application procedures. The actual time frame depends on the nature of the case and the processing time of Immigration Bureau. Each procedure and its time frame are as follow:

Item	Procedures	Time (Working days)
1	Applicant provides the required materials mentioned in above Section 2 to Kaizen through email, fax, or mail. Meanwhile, applicant needs to settle the payment of Kaizen's service fees.	Client's schedule
2	Kaizen prepares relevant documents for application of certificate of eligibility for dependent visa.	1-2 weeks
3	Kaizen submits the application to Japan Immigration Bureau.	
4	Receiving Certificate of Eligibility from Immigration Bureau.	2-6 months in average
5	Kaizen delivers the Certificate of Eligibility to client's designated address.	2 weeks
6	Clients submits the visa application to the closest Consulate / Embassy with the Certificate of Eligibility.	Client's schedule
<b>Total</b>		<b>Around 3-7 months</b>

#### 4. Visa Renewal

The authorized period of stay of the dependent visa varies according to the situation of the applicant. However, it is basically the same as the remaining period of stay of the taxpayer's visa. Visa holder shall prepare the visa renewal 3 months before the expiration date. Kaizen can provide the visa renewal services. For details, please consult with our immigration and visa professionals.

*If you need assistance or wish to obtain more information, please visit our official website at [www.kaizencpa.com](http://www.kaizencpa.com) or contact us through the following:*

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