

## **Procedural Guidelines for Visas, Immigration and Alien Registration**

Foreign nationals involved in the 2005 World Exposition, Aichi, Japan (hereinafter referred to as the “Exhibition”), including Commissioners General of Section, are expected to carry out the following procedures for visa application, immigration and alien registration. An overview of such procedures is given in the accompanying table.

### **1. Visas**

To enter Japan, persons involved in the Exhibition need to obtain appropriate visas, as shown in the accompanying table. Please prepare the necessary documents listed in the accompanying table beforehand, then submit your application to the embassy or consulate general of Japan (hereinafter referred to as the “Japanese Overseas Diplomatic Mission”) that has jurisdiction over your region. Details of supporting documents to be submitted are given below. Applicants are advised to allow plenty of time so that their application can be processed in time for their entry into Japan.

**(a) Senior and other officials of the International Exhibitions Bureau (B.I.E.), and the Commissioners General of Section of Official Participants, their Deputies, and their accompanying persons (Applicant Categories 1 and 2 in accompanying table)**

A note verbale issued by the B.I.E. or the Official Participant concerned, requesting the issuance of a visa, is necessary.

**(b) Persons involved in the Exhibition other than those above**

The Japan Association for the 2005 World Exposition (hereinafter referred to as the “Association”) will upon receipt of an application in writing from the Commissioner General of Section etc., issue certificates required for visa issuance and entry to those foreign nationals involved in the Exhibition (Official Participants’ pavilion directors, secretariat staff, persons involved in entertainment or commercial activities, other persons involved in the Exhibition, and their dependents (Applicant Categories 3 through 8 in accompanying table)).

**(i) Certificate**

The Association will issue a Certificate (Attachment 3) after a Request for Giving Facilities for Entry and Stay Permit (Attachment 1) and an Appendix to Request for Giving Facilities for Entry and Stay Permit (Attachment 2) are submitted to the Association.

**(ii) Pledge**

In addition to a Certificate, for persons involved in commercial and entertainment activities for Official Participants (Applicant Categories 5 and

6 in the accompanying table), a written Pledge (Attachment 4) must be also submitted to the effect that they shall not engage in activities not associated with the Exhibition while they are in Japan.

One such written pledge shall be prepared by each organization. After the necessary details are filled in, the Commissioner General of Section or the official representative of the organization concerned shall sign the document to attest the pledge.

- If the Commissioner General of Section is the pledger, the document may be submitted directly to the Japanese Overseas Diplomatic Mission along with the visa application.
- If the official representative of an organization is the pledger, the document must be endorsed by the Secretary General of the Association. In such a case, the applicant must add the necessary information in the Pledge and submit the document to the Association for endorsement, along with a completed Request for Endorsement of Pledge (Attachment 5). After the endorsement by the Secretary General, the Association will return the pledge to the organization. The returned document will then be submitted to the Japanese Overseas Diplomatic Mission, along with the visa application.

**(c) Dependents of those above**

A document certifying that the applicant is a dependent of a person defined in (a) or (b) above is required. If a dependent enters Japan without accompanying his/her supporter, a separate Certificate (Attachment 3) issued by the Association will be necessary.

The term “dependent” here means a spouse or child.

Dependents shall not engage in management of business that provides income or paid activity while they are in Japan.

\* Requests for Facilities for Entry and Stay Permit and Requests for Endorsement of Pledge with Pledges attached shall be submitted to:

Person in charge of visas, Official Participation Group  
c/o Japan Association for the 2005 World Exposition  
Nagoya Daiya Bldg. II 4F,  
3-15-1 Meieki, Nakamura-ku, Nagoya, Aichi 450-0002 Japan  
Tel: +81-52-569-2108 Fax: +81-52-569-2114  
E-mail: [visa@expo2005.or.jp](mailto:visa@expo2005.or.jp)

## **2. Immigration**

### **(1) For entry**

Fill out an Embarkation/Disembarkation Card (or E/D Card) for foreign nationals and present the valid passport and visa to the immigration inspector. To go through the entry immigration procedure smoothly, bringing copies of the Certificate and Pledge described above is recommended, just in case.

The status of residence and period of stay shown in the accompanying table will be determined at the time of landing.

### **(2) For exit**

Fill out the Embarkation/Disembarkation Card (E/D Card) for foreign nationals attached to the passport and present the card with the passport to the immigration inspector.

In the case of leaving Japan with a re-entry permission (See section 4-(3)), add necessary information in an Embarkation/Disembarkation Card (E/D Card) for re-entry and present the card with the passport to the immigration inspector.

## **3. Alien Registration**

### **(1) Foreign nationals required to apply for alien registration**

All foreign nationals planning to stay in Japan more than 90 days must, within 90 days of arrival in Japan, apply for registration of their status and residence at the municipal office of the city, ward, town or village in which they reside.

If a foreigner has come to stay in Japan without taking the procedure for landing due to the birth in Japan or other casus, he or she shall apply for registration within 60 days of the date of his/her birth or the occurrence of other relevant casus.

However, alien registration is not required for foreign nationals who hold a diplomatic or official status of residence, since they are exempted from such registration by the treaty and international courtesy.

### **(2) Documents necessary for alien registration**

Submit the following documents to the local municipal office for application of registration.

#### **(a) One application form for alien registration**

Note: Application forms are available at municipal offices. Enter necessary information on the form.

#### **(b) Passport (to show)**

#### **(c) Two photographs**

Notes 1: Not required for children under 16

2: L4.5 cm × W3.5 cm; full-face photograph of applicant alone with no hat on, taken within the last 6 months

### **(3) Picking up and handling alien registration card**

When registration is completed, an alien registration card will be issued to the registrant. He/she must go to the municipal office to pick up the card within a designated period. All registered foreign nationals are required to carry their alien registration cards with them at any time while they are in Japan.

### **(4) Changes in registered details**

Any changes in the details on the registration card, such as change of address or extension of the period of stay, must be reported to the municipal office of the city, ward, town or village in which registrant resides.

## **4. Other Applications concerning Residence**

Applications concerning residence as described below must be filed at a regional immigration bureau covering the region in which the applicant's residence is located. For inquiries, contact:

Nagoya Regional Immigration Bureau  
Information Center

Marunouchi Branch 3F Nagoya Center Building  
Nishiki 2-2-13, Naka-ku, Nagoya, Aichi 460-0003

Tel. 052-223-7336 or -7337  
Fax. 052-223-7331

### **(1) Change of status of residence**

A foreign national who wishes to suspend the activity under the current status of residence and engage in a new activity categorized under a different status, or to change status of residence as a result of altered circumstances etc., must follow the procedures for changing of status of residence.

If a person involved in the Exhibition who already resides in Japan wishes to engage in a new activity that falls outside activities permitted under his/her current status of residence in Japan, he or she should apply for a change of status of residence.

#### **Documents needed in applying for changing of status of residence**

(a) One application form for changing of status of residence

(b) Document(s) supporting reason(s) for the application

\* If the person is involved in the Exhibition, submit a Certificate issued by the Association. If the person is involved in commercial or entertainment activities for an Official Participant (Applicant Categories 5 and 6 in the accompanying table), submit a Pledge in addition to a Certificate.  
(For details of Certificate and Pledge, see section 1-(b).)

- (c) One reference certificate (only for person(s) to be supported)
- (d) Passport or certificate of status of residence (to show)
- (e) Alien registration card (to show)
- (f) Document of permission, if applicant has been granted permission to engage in an activity not defined under the current status (to show)

## **(2) Extension of the period of stay**

Period of stay varies according to status of residence (see accompanying table). A foreign national who wishes to continue an activity under the current status of residence, or to maintain the current situation beyond the granted period of stay, must follow procedures for application for extension of the period of stay.

### **Documents needed in applying for extension of the period of stay**

- (a) One application form for extension of the period of stay
- (b) Document(s) supporting reason(s) for application
- (c) One reference certificate (only for person(s) to be supported)
- (d) Passport (to show)
- (e) Alien registration card (to show)
- (f) Document of permission, if applicant has been granted permission to engage in an activity not defined under the current status (to show)

## **(3) Re-entry permission**

The re-entry permission system has been established in consideration of the convenience of foreign nationals residing in Japan who leave Japan temporarily to visit their home countries or to visit another country on business etc. and who, upon returning to Japan, wish to continue staying in Japan under the same status of residence as before.

If granted this permission prior to departure from Japan, a foreign national does not need an entry visa before re-entry, and may reside in Japan after re-entry under the same status of residence etc. as before departure. For example, a person in Applicant Category 2 or 3 in the accompanying table can repeatedly enter and leave Japan, so long as his/her multiple visa is valid (12 months, in general). After the date of its expiration, however, that individual must apply for a re-entry permission when temporarily leaving Japan.

If the application is approved after examination, a re-entry permission will be stamped in the applicant's passport.

Re-entry permissions are valid for a maximum of 3 years (4 years for special permanent residents), or until the period of stay expires, whichever comes first. The important fact is that the validity is calculated not from the date of departure, but from the date on which the permission was granted (or from an effective date, if such date is fixed).

**Documents needed in applying for re-entry permission**

- (a) One application form for re-entry permission
- (b) Passport (to show)
- (c) Alien registration card (to show)

&lt;Table&gt;

## Overview of Visas, Immigration and Alien Registration for the 2005 World Exposition, Aichi, Japan

Applicant category		Visa category	Documents to be submitted for application	Status of residence	Period of stay	Alien registration
1	<b>Senior and other officials of the B.I.E</b>	Official visa (Diplomatic visa, if applicant possesses a diplomatic passport)	1. Note verbale issued by the B.I.E. requesting issuance of visa 2. Visa application form	Diplomat or Official	During mission	Not required
2	<b>Commissioner Generals of Section of participating countries etc., their Deputies and their accompanying persons</b>	Official visa (Diplomatic visa, if applicant possesses a diplomatic passport)	1. Note verbale issued by the participating country etc. requesting issuance of visa 2. Visa application form	Diplomat or Official	During mission	Not required
3	<b>Pavilion directors and heads, senior staff and officials of secretariats of participating countries etc.</b>	Official visa (Diplomatic visa, if applicant possesses a diplomatic passport)	1. Certificate issued by the Association (If due to unavoidable circumstances applicant does not possess such certificate, applicant may submit a certificate issued by the participating country etc.) 2. Visa application form	Diplomat or Official	During mission	Not required
4	<b>Temporary staff of secretariats, and other employees, of participating countries etc.</b>	Specified visa	1. Certificate issued by the Association 2. Visa application form	Designated activities	Period necessary for assignment, not exceeding 11 months	Required
5	<b>Persons involved in entertainment activities</b>	Specified visa	1. Certificate issued by the Association 2. Pledge signed by the Association or the government of participating country 3. Visa application form	Designated activities	Period necessary for assignment, not exceeding 11 months	Required
6	<b>Persons involved in commercial activities</b>	Specified visa	1. Certificate issued by the Association 2. Pledge signed by the Association or the government of participating country 4. Visa application form	Designated activities	Period necessary for assignment, not exceeding 11 months	Required
7	<b>Other persons involved in the Exhibition (such as persons participating in artistic or academic events)</b>	Specified visa	1. Certificate issued by the Association 2. Visa application form	Designated activities	Period necessary for assignment, not exceeding 6 months	Required
8	<b>Dependents of those above</b>	Same as for supporter of applicant	(a) When applicant accompanies his/her supporter 1. Document certifying that the applicant is a dependent of the person concerned 2. Visa application form (b) When the applicant will live with the supporter, who already resides in Japan 1. Certificate issued by the Association 2. Document certifying that the applicant is a dependent of the person concerned 3. Visa application form	Same as for supporter of applicant	Same as for supporter of applicant	Same as for supporter of applicant

The applicants will be exempt from visa application fees.