

**** COMPANY LETTERHEAD
(with company address and contact number) ****

DATE

SAMPLE

Visa Officer
Embassy of Japan
16 Nassim Road
Singapore 258390

SUBJECT : CERTIFICATION OF EMPLOYMENT

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

Name: <EMPLOYEE'S NAME>
Nationality: <NATIONALITY>
Passport No.: <PASSPORT NO.>
Joined Date: <MONTH/YEAR>
Designation: <POSITION>
Current Monthly Salary: <S\$SALARY>

Please include the statements in bracket [] below for Business or Company Incentive trip only.
[The visa applicant will be going to Japan for (**delete where applicable*) ***business trip / *company incentive trip** (briefly describe purpose of business trip) from DD/MM/YY to DD/MM/YY.

The expenses to be incurred during this trip will be entirely borne by (**delete where applicable*) ***the company / *visa applicant.**]

<SIGNATURE OF COMPANY ADMINISTRATOR>
<FULL NAME>
<DEPARTMENT / DESIGNATION>
<CONTACT NUMBER>

**** SCHOOL LETTERHEAD
(with school address and contact number) ****

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>
<CONTACT NUMBER>