SAMPLE

DATE

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 Leisure / Business or Company Incentive trip only.
[The visa applicant will be going to Japan for *(*delete where applicable)* ***Leisure trip / 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>

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>