

# Visa Application Manual

## World Athletics Championships Tokyo 25



*Every second, Sugoi.*

TOKYO  25

WORLD ATHLETICS  
CHAMPIONSHIPS  
TOKYO 25

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## 1. Introduction

### STEP 1 Register necessary information in Event Management System

All participants must register all required information in the Event Management System (hereinafter referred to as “EMS”).

For nationals who require a visa, please enter the additional information required for the visa application. Please ensure that you enter the correct information.



### STEP 2 Confirmation of countries/regions that require a visa to enter Japan.

The following website of the Ministry of Foreign Affairs describes visas for Japan.

<https://www.mofa.go.jp/mofaj/toko/visa/index.html> (Japanese)

[https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html) (English)

⇒ Visa required

Prepare the necessary documents and apply to the Japanese Embassy or Consulate General with jurisdiction over your place of residence together with the documents sent by the LOC: For documents, see P. 9 ‘5.3 Documents to be prepared’.

⇒ No Visa required

Go to step 3.



### STEP 3 Online immigration procedures (Visit Japan Web)

Please register for Visit Japan Web before your departure.

All persons entering Japan, whether they need a visa or not, are required to complete the formalities. To facilitate the immigration process, please register using the link below.

(Smartphones are required for the procedure).

- <https://services.digital.go.jp/visit-japan-web/> (Japanese)
- <https://services.digital.go.jp/en/visit-japan-web/> (English)

If you do not use Visit Japan Web, please fill out and submit the Immigration card and Customs Declaration card form provided on board the plane or at the arrival airport.

## 2. Visas for Japan

A Short-Term Stay visa is required to enter Japan for stays of up to 90 days for tourism, business, visiting friends or relatives. The Local Organising Committee of World Athletics Championships Tokyo 25 (hereinafter called “LOC”) will assist the applicant in applying for a “single Short-Term Stay Visa” only. LOC does not provide support for ‘multiple Short-Term Stay Visa’. Please contact us if you need a Long-Term Stay visa, as special arrangements are required.

### 2.1 Countries or Regions for Visa Exemptions

Japan has taken measures on the visa exemption arrangements for 72 countries/regions as shown in the chart below. Some countries and regions are conditionally exempt from the visa requirement. Check the conditions in the notes and make sure you apply for a visa if you do not qualify for a visa waiver.

#### 72 Countries or Regions for Visa Exemptions

*As of June 2025*

Asia	North America
Brunei*	Canada
Indonesia <b>1</b>	United States <b>10</b>
Malaysia <b>2</b>	Latin America and the Caribbean
Republic of Korea	Argentina
Singapore	Bahamas
Thailand*, <b>3</b>	Barbados <b>7</b>
Hong Kong <b>4</b>	Brazil <b>3</b>
Macao <b>5</b>	Chile
Taiwan <b>6</b>	Costa Rica
Middle East	Dominican Republic
Israel	El Salvador
Qatar <b>9</b>	Guatemala
Türkiye <b>7</b>	Honduras
United Arab Emirates*, <b>3</b>	Panama <b>3</b>
Africa	Mexico <b>8</b>
Lesotho <b>7</b>	Surinam
Mauritius	Uruguay
Tunisia	Paraguay <b>3</b>

Oceania	
Australia	New Zealand
Europe	
Andorra	Liechtenstein 8
Austria 8	Lithuania
Belgium	Luxembourg
Bulgaria	Malta
Croatia	Monaco
Cyprus	Netherlands
Czech Republic	Norway
Denmark	Poland
Estonia	Portugal
Finland	Romania
North Macedonia	San Marino
France	Serbia 3
Germany 8	Slovakia
Greece	Slovenia
Hungary	Spain
Iceland	Sweden
Ireland 8	Switzerland 8
Italy	United Kingdom 8
Latvia	—

\*The period of stay granted at the time of the landing permission will be "15 days" for Indonesia and Thailand, "14 days" for Brunei, "30 days" for United Arab Emirates and Qatar, and "90 days" for other countries and regions.

- 1 For nationals of Indonesia (since December 1, 2014), visas are not required only for those who have registered ICAO-compliant ePassport to diplomatic missions of Japan in Indonesia (the embassy, consulates-general, or the consulate). Validity of the registration is three years period or until the passport expires, whichever comes first.
- 2 For nationals of Malaysia (since July 1, 2013), visas are not required only for holders of ePassport in compliance with ICAO standards. Those who do not hold such ePassport are advised to obtain a visa in advance, otherwise will be strictly examined and may be refused entry to Japan.

- 3 For nationals of Paraguay (since June 1, 2025), Panama (since April 1, 2024), Brazil (since September 30, 2023), United Arab Emirates (since November 1, 2022), Thailand (since July 1, 2013) and Serbia (since May 1, 2011), visas are not required only for holders of ePassport in compliance with ICAO standards. Those who do not hold such ePassport are requested to obtain a visa in advance, otherwise will be refused to enter Japan.
- 4 For citizens of Hong Kong, visas are not required only for holders of Special Administrative Region (SAR) passport issued by the Hong Kong SAR of the People's Republic of China or British National Overseas (BNO) passports who have the right of residence in Hong Kong.
- 5 For citizens of Macao, visas are not required only for holders of SAR passport issued by the Macao SAR of the People's Republic of China.
- 6 Visa exemption arrangements for Taiwan is limited to passport holders with a personal ID number.
- 7 For nationals of Barbados (since April 1, 2010), Türkiye (since April 1, 2011) and Lesotho (since April 1, 2010), visas are not required only for holders of Machine-Readable Passport (MRP) in compliance with ICAO standards. Those who do not hold an MRP are advised to obtain a visa in advance, otherwise will be strictly examined and may be refused entry to Japan.
- 8 For nationals of those countries with visa exemptions permitting stays of up to 6 months under the bilateral visa exemption arrangements, those who wish to stay in Japan for more than 90 days are required to apply for an extension of the period of stay to the Ministry of Justice (Regional Immigration Bureau) before the period of permitted stay is to expire.
- 9 For nationals of Qatar (since April 2, 2023), visas are not required only for those who have registered ICAO-compliant ePassport to diplomatic missions of Japan (the embassy, consulates-general, or the consulate). Validity of the registration is three years period or until the passport expires, whichever comes first.
- 10 For nationals of the United States working as media, they must apply to obtain a short-term stay visa.

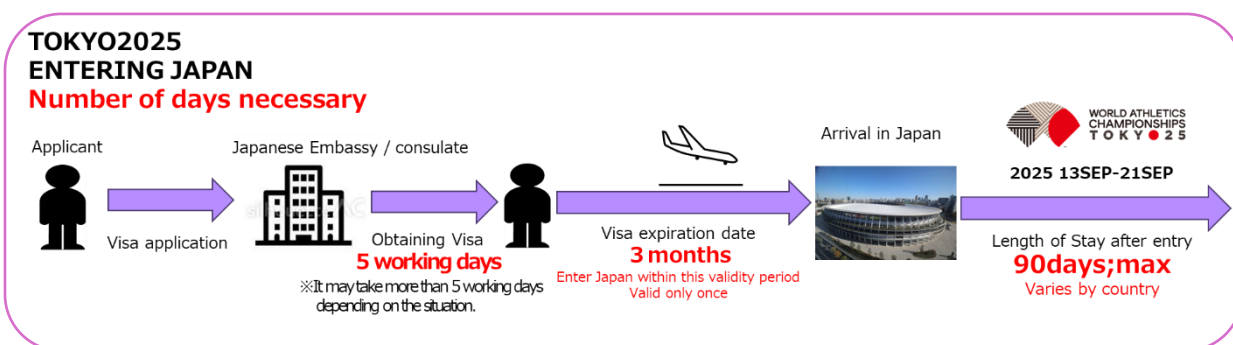
## 2.2 Validity of a Visa

The period of validity of the single-entry visa is three months. The visa is valid for 3 months from the day after the date of issuance. After obtaining a visa, please enter Japan within the period of validity. The visa will become invalid once it is applied for landing or expires before the expiration date.

Please note that the LOC will start issuing visa letters from the end of June to ensure visa validity.

## 2.3 Landing Permission

The immigration officer will issue a landing permit to those who meet the entry requirements and will stamp the passport with a landing permit clearly stating the period of stay. (Except for certain countries, the stay period is 90 days.)



## 3. Passport

All participants must have a valid passport issued by the government of their country, or a travel document equivalent to a passport. Passports must be valid for the duration of your stay in Japan. Please prepare a passport with a certain amount of time remaining (6 months or more is recommended).

Please double check with the Japanese Embassy the passport regulations required for your country. Make sure to keep your passport with you at any time during your stay in Japan.

## 4. Japanese Embassies and Consulates

The name of the Japanese embassy or consulate with jurisdiction over your place of residence where you will apply for and receive your visa is required. Please be sure to register this information with EMS.

The LOC will consult with the relevant ministries and agencies based on the name of the registered Japanese embassy or consulate. Please note that no changes can be made once registration has been completed.

For information on Japanese embassies and consulates, please refer to the following websites:

- <https://www.mofa.go.jp/mofaj/link/zaigai/index.html> (Japanese)
- [https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html) (English)

Since not all countries and regions have a Japanese Embassy, if there is no Japanese Embassy in your country, you should contact the Japanese Embassy of a neighboring country that has jurisdiction over that country. Please check the website of the Japanese embassy.

## 5. Visa Application Process

### 5.1 Purpose of Visit to Japan

Visa application documents vary depending on the purpose of your visit to Japan.

The purpose of the visit to Japan by athletes and all participants is for “**short-term business purposes**”.

### 5.2 Application process

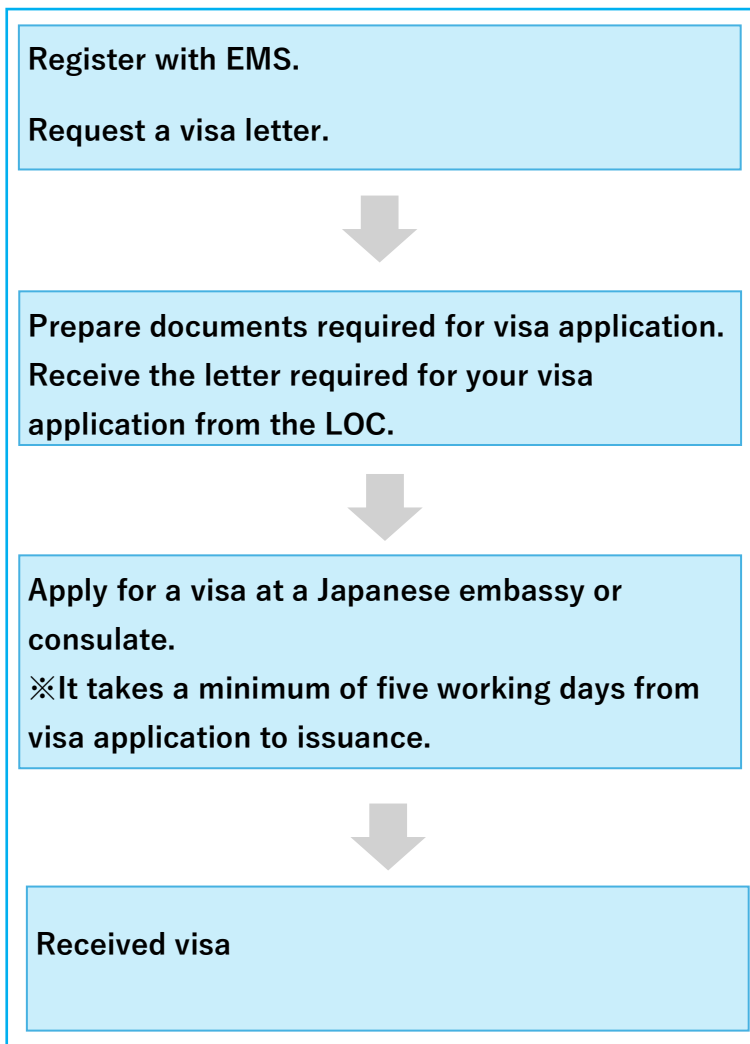
Complete the registration with the EMS. The information registered is necessary for the LOC to prepare the visa application documents, so please ensure that the information is correct. The name of the Japanese embassy or consulate-general with jurisdiction over your place of residence where the visa is applied for and obtained must be registered.

LOC will consult with the relevant ministries and agencies based on the information registered, so no changes can be made after registration.

**Please note that visa application documents will be sent from June 2025 due to the 3-month visa validity period.**



## Application Process



### 5.3 Documents Required

Documents to be prepared by the applicant:

- Passport (Some countries have specific passport validity requirements, so please check with the diplomatic mission where you are applying for your visa.)
- Visa application form (see appendix 8.1)
- Photo (photo for Visa application form) 45mm x 35mm or 2in x 1.4in photo taken within 6 months
- Documents showing the expected date of arrival and departure. (the form is optional – see Appendix 8.2).
- Other documents required by Japanese embassies and consulates.

- Documents sent by the LOC (the 3 letters will be sent as 1 document)
  1. Letter of Visa Invitation
  2. Letter of Guarantee
  3. WCH Tokyo 25 Invitation Letter
- Visa issuance fee (About 3,000 yen, to be paid at the local Embassy/General Consulate)
  - Please make copies of the documents sent by the LOC and bring them with you when travelling to Japan, they might be requested upon immigration passport control.
  - The applicant must register the correct information in the EMS in order for the LOC to prepare the Letter of Visa Invitation.

#### **5.4 Notes on visa applications.**

- The deadline to register in the EMS is 13<sup>th</sup> July 2025. Past that date, the LOC cannot ensure that you will manage to receive your VISA on time. If the EMS application is incomplete, it will take longer to issue the visa.
- Apply for a visa at the Japanese embassy or consulate general in your country (region) of origin or country (region) of residence (if there is more than one, apply at the nearest diplomatic mission covering your place of residence). It takes up to five working days from application to visa issuance. It may take longer if there are many applicants.
- The visa issuance fee (approx. 3,000 yen) must be paid in cash in local currency.
- It is not possible to pay by credit card or electronic money. The visa application fee must be paid by the applicant.
- The visa is valid for three months from the day after it is issued. Please pass an immigration inspection in Japan within the period of validity. The validity of the visa cannot be extended. After the expiry date, you will not be able to enter Japan. Before applying for a visa, please carefully consider your intended date of entry into Japan.
- The LOC would like to check the result of whether the visa is issued or not.
- If the visa issuance is refused, please contact the LOC. (For contact details, see 7. Contact Information)

#### **6. Application to Japanese Embassy and Consulate-General**

There are three ways to apply for a visa: (1) the visa applicant himself or herself applies in person at the Japanese embassy or consulate-general, (2) a representative with a letter of attorney applies at

the Japanese embassy or consulate-general, or (3) an accredited travel agent approved by the Japanese embassy or consulate-general applies. However, some embassies and consulates may only accept applications in person or through an accredited travel agent, so please check with the embassy or consulate general where you intend to apply. Once the examination is over and the visa has been issued, please follow the instructions to collect it.

The necessary procedures are listed for each nationality, so be sure to check the website below or the website of each diplomatic mission abroad and complete the necessary procedures.

<https://www.mofa.go.jp/mofaj/toko/visa/index.html> (Japanese)

[https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html) (English)

## 7. Contact Information

For enquiries about visa applications, please contact the email addresses below. English and Japanese are supported.

[media\\_service@WATokyo25.com](mailto:media_service@WATokyo25.com)



## 8. Appendix

### 8.1 Visa Application Form

Please download and complete the visa application form from the website of the Ministry of Foreign Affairs of Japan or the website of the Embassy of Japan.

- Ministry of Foreign Affairs of Japan

<https://www.mofa.go.jp/mofaj/toko/visa/index.html#section3> (Japanese)

[https://www.mofa.go.jp/j\\_info/visit/visa/index.html#section4](https://www.mofa.go.jp/j_info/visit/visa/index.html#section4) (English)

VISA APPLICATION FORM (English)

### VISA APPLICATION FORM TO ENTER JAPAN

Official use only

(Paste photo here)

45mm x35mm  
or 2in x 1.4in

Surname (as shown in passport) \_\_\_\_\_

Given and middle names (as shown in passport) \_\_\_\_\_

Other names (including any other names you are or have been known by) \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male ☐ Female ☐ Marital status: Single ☐ Married ☐ Widowed ☐ Divorced ☐

Nationality or citizenship \_\_\_\_\_

Former and/or other nationalities or citizenships \_\_\_\_\_

ID No. issued to you by your government \_\_\_\_\_

Passport type: Diplomatic ☐ Official ☐ Ordinary ☐ Other ☐ Passport No. \_\_\_\_\_

Place of issue \_\_\_\_\_ Date of issue \_\_\_\_\_

Issuing authority \_\_\_\_\_ Date of expiry \_\_\_\_\_

(Day)/(Month)/(Year) (Day)/(Month)/(Year)

Certificate of Eligibility No. \_\_\_\_\_

Purpose of visit to Japan/Status of residence \_\_\_\_\_

Intended length of stay in Japan \_\_\_\_\_ Date of arrival in Japan \_\_\_\_\_

Port of entry into Japan \_\_\_\_\_ Name of ship or airline \_\_\_\_\_

Names and addresses of hotels or persons with whom applicant intends to stay

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Dates and duration of previous stays in Japan \_\_\_\_\_

Your current residential address (if you have more than one address, please list them all)

Address \_\_\_\_\_

Tel. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Current profession or occupation and position \_\_\_\_\_

Name and address of employer

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

## VISA APPLICATION FORM (English)

(Note) Partner's profession/occupation (or that of parents, if applicant is a minor):

**Guarantor or reference in Japan** (Please provide details of the guarantor or the person to be visited in Japan)

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male ☐ Female ☐  
(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

**Inviter in Japan** (Please write 'same as above' if the inviting person and the guarantor are the same)

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male ☐ Female ☐  
(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

(Note) Remarks/Special circumstances, if any \_\_\_\_\_

Have you ever:

- been convicted of a crime or offence in any country? Yes ☐ No ☐
- been sentenced to imprisonment for 1 year or more in any country? (Note 2) Yes ☐ No ☐
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes ☐ No ☐
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? (Note 2) Yes ☐ No ☐
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes ☐ No ☐
- committed trafficking in persons or incited or aided another to commit such an offence? Yes ☐ No ☐

(Note 2) Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application \_\_\_\_\_ Signature of applicant \_\_\_\_\_  
(Day)/(Month)/(Year)

(Note) It is not mandatory to complete these items.

Any personal information filled in this application form as well as additional personal information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately by the Ministry of Foreign Affairs of Japan (including Japanese overseas establishments) in accordance with the Act on the Protection of Personal Information (Act No. 57 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used to the extent necessary for the purpose of processing the visa application (including providing personal information to the transportation company which you are going to travel with, or the alternative transportation company which you are going to travel with due to unforeseen circumstances), immigration control, international cooperation and for other purposes in compliance with Article 69 of the Act.

## Guarantor's Information for the "Visa application form to enter Japan"

**Guarantor in Japan**(Please provide details of the guarantor)

Name Mitsugi Ogata Tel. 050-1740-9588

Address JAPAN SPORT OLYMPIC SQUARE 5F 4-2 Kasumigaoka Shinjuku-ku Tokyo, 160-0013, Japan

Date of birth 29/06/1959 Sex: Male ☒ Female ☐  
(Day)/(Month)/(Year)

Relationship to applicant The Local Organising Committee

Profession or occupation and position President, The Local Organising Committee of World Athletics Championships Tokyo 25

Nationality and immigration status Japanese

**Inviting Person in Japan**(Please write 'same as above' if the inviting person and the guarantor are the same)

Name same as above Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male ☐ Female ☐  
(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_


Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

## Guarantor or reference in Japan

Name	Mitsugi Ogata
Tel	050-1740-9670
Address	JAPAN SPORT OLYMPIC SQUARE 5F 4-2 Kasumigaokamachi Shinjuku-ku, Tokyo, 160-0013, Japan
Date of birth	29th June 1959
Sex	Male
Relationship to applicant	The Local Organising Committee
Profession or occupation and position	President, The Local Organising Committee of World Athletics Championships Tokyo 25
Nationality and immigration status	Japanese

## 8.2 Sample of Arrival and Departure Schedule



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申請日 / Date of Application

(Year) (Month) (Day)

出入国予定表

**Arrival and Departure Schedule**

The Arrival and Departure Schedule of the visa applicant is as follows:

	Date (DDMMYYYY)	Reserved Flight	Airports From/To	Hotel
Entry to Japan	05/09/2025	JL042	London ・ Heathrow Airport / Haneda Airport	Hotel New Otani Tokyo
Departure from Japan	22/09/2025	JL041	Haneda Airport London ・ Heathrow Airport	Same as above



申請日 / Date of Application  
 (Year) (Month) (Day)

## 出入国予定表 Arrival and Departure Schedule

The Arrival and Departure Schedule of the visa applicant is as follows:

	Date (DDMMYYYY)	Reserved Flight	Airports From/To	Hotel
Entry to Japan				
Departure from Japan				



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