

**SCHENGEN
VISA DEPARTMENTS
TOKYO**

The Schengen visa is valid for:

Austria	Belgium
France	Germany
Greece	Italy
Luxemburg	The Netherlands
Portugal	Spain
Finland	Sweden
Denmark	Norway
Iceland	

Dear Traveller,

Please be informed that a visa application has to be submitted personally at the visa department of the country that is your main destination. You are required to hand in the following documents:

- Application form, duly completed containing the exact address of destination
- 2 recent passport photographs (4 for Spain)
- Your passport with a validity exceeding three months after your scheduled return
- Photocopy of passport and previous Schengen visas, if applicable
- Medical insurance covering Europe and valid for the duration of the visa applied for

Evidence on financial means:

- Formal obligation of your host in Europe with certification of
 - local/regional authority
- Recent bank statement or bank book
- International Credit Cards/Travellers Cheques
- Deeds of real estate property in Japan Europe
- Formal obligation of a family member in Japan Europe

Evidence on professional background:

- Invitation letter from your partner company in Europe
- Registration of your company
- Commercial documents, e.g. invoices/shipping documents from Europe, local customs receipts, etc.
- Job letter incl. attestation of salary and duration of annual vacation
- Statement of your employer taking charge of your travel expenses
- Student's certificate of school or university and proof of income of parents
- Conference registration

Evidence concerning your destination/your host:

- Photocopy of visa/ residence permit for final destination (applies for transit visas only)
- Airline print-out of flight reservation
- Airline ticket
- Itinerary
- Photocopy of European I.D./residence permit of your host relative
- Photocopy of rental agreement of your host
- Hotel reservation

Personal evidence:

- Extract of family register
- Former passport(s)
- Parents' declaration of consent for travel, certified (applies to minors only)
- Japanese residence / re-entry permit
- Alien Registration Card

Other evidence:

All requested evidence must be produced in original and photocopy with a translation into English or the language of the visa department at which you are submitting your application.

Please be advised that the possession of a valid Schengen visa does not grant an irrevocable right of entry or temporary stay in the territory of the Schengen member states. You may as well be required to present certain evidence again upon entry at the border post.

For further information do not hesitate to contact the Schengen visa department in charge.

We wish you a pleasant and successful trip to Europe!

Embassy of the Republic of Austria, Consular Section

Address: 1-1-20 Moto-Azabu, Minato-ku, Tokyo 106-0046

Tel: 03-3451-8281/2

Fax: 03-3451-8283

Visiting hours: 10.00 - 12.00 & 14.00 - 16.00 (Mon - Fri)

Embassy of Sweden

1-10-3-100, Roppongi, Minato-ku, Tokyo 106-0032

Tel: 03-5562-5050

Fax: 03-5562-9095

Office hours: 9.00 - 12.30 & 13.30 - 17.30 (Mon - Fri)

Embassy of Greece, Consular Section

Address: 3-16-30 Nishi-Azabu, Minato-ku, Tokyo 106-0031

Tel: 03-3403-0871/2

Fax: 03-3402-4642

E-Mail: greekemb@mb.rosenet.ne.jp

Visiting hours: 10.00 - 12.30 (Mon - Fri)

**Embassy of the Grand-Duchy of Luxembourg,
Consular Section**

Address: Nibancho TS Building 4 F, 2-1 Nibancho

Chiyoda-ku, Tokyo 102-0084

Tel: 03-3265-9621/2/3

Fax: 03-3265-9624

E-Mail: lxembasy@luxembourg.or.jp

URL: www.luxembourg.or.jp

Office hours: 9.00 - 12.00 & 13.30 - 17.00 (Mon - Fri)

Embassy of Portugal, Consular Section

Address: Kamiura Kojimachi Building, 4 F.

3-10-3 Kojimachi, Chiyoda-ku, Tokyo 102-0083

Tel: 03-5226-0614

Fax: 03-5226-0616

Office hours: 10.00 - 13.00 & 14.15 - 17.00 (Mon - Fri)

Royal Norwegian Embassy

Address: 5-12-2, Minami-Azabu, Minato-ku, Tokyo 106-0047

Tel: 03-3440-2611

Fax: 03-3440-2620

E-Mail: embassy@norway.or.jp

URL: www.norway.or.jp

Office hours: 9.00 - 12.00 & 13.00 - 17.00 (Mon - Fri)

Royal Danish Embassy

Address: 29-6, Sarugaku-cho, Shibuya-ku, Tokyo 150-0033

Tel: 03-3496-3001

Fax: 03-3496-3440

E-Mail: embassy.tokyo@denmark.or.jp

URL: www.denmark.or.jp

Office hours: 9.00 - 12.00 & 13.00 - 17.00 (Mon - Fri)

Embassy of France

Address: 4-11-44, Minami-Azabu, Minato-ku, Tokyo 106-8514

Embassy of the Kingdom of Belgium, Consular Service

Address: 5 Niban-cho, Chiyoda-ku, Tokyo 102-0084

Tel: 03-3262-0191/5

Fax: 03-3262-0651

E-Mail: Tokyo@Diplobel.org

Office hours: 9.30 - 12.30 & 13.30 - 17.30 (Mon - Fri)

Embassy of the Federal Republic of Germany

Address: 4-5-10 Minami-Azabu, Minato-ku, Tokyo 106-0047

Tel: 03-3473-0151; 03-3473-2350

Fax: 03-5791-7702

Office hours: 8.00 - 12.00 (Mon - Fri)

Embassy of Italy, Consular Section

Address: 2-5-4 Mita, Minato-ku, Tokyo 108-8302

Tel: 03-3453-5291/6

Fax: 03-3456-2319

Office hours: 9.00 - 13.00 & 14.30 - 17.45 (Mon - Fri)

Royal Netherlands Embassy, Consular Section

Address: 3-6-3 Shiba-koen, Minato-ku, Tokyo 105-0011

Tel: 03-5401-0411

Fax: 03-5401-0420

URL: www.oranda.or.jp

Office hours: 10.00 - 12.00 (Mon - Fri)

Embassy of Spain, Consular Section

Address: 1-3-29 Roppongi, Minato-ku, Tokyo 106-0032

Tel: 03-3583-8531/2

Fax: 03-3582-8627

Public hours: 9.00 - 12.00 & 14.00 - 16.00 (Mon - Fri)

Embassy of Finland

Address: 3-5-39, Minami-Azabu, Minato-ku, Tokyo 106-8561

Tel: 03-5447-6000

Fax: 03-5447-6042

URL: www.finland.or.jp

Office hours: Mon - Fri excluding Saturdays and

Japanese/Finnish national holidays

Mon, Tue, Thu & Fri 9.00 - 11.30,

Wed 9.00 - 12.00 & 13.00 - 17.15

Embassy of Iceland

Address: 4-18-26, Takanawa, Minato-ku, Tokyo 108-0074

Tel: 03-3447-1944

Fax: 03-3447-1945

Tel: 03-5420-8800
Fax: 03-5420-8847