

VISA SPONSORSHIP POLICY



Effective Date: October 20, 2016
Next Review Date: January 1, 2016
Revision Date: November 9, 2015
Version: 2
Approved by: Petra Bauernfeind

1. SCOPE

This policy applies to foreign consultants that require visa sponsorship in Japan, to continue to work legally.

2. POLICY STATEMENT

The purpose of this policy is to outline the terms and limitations of visa sponsorships for foreign consultants.

3. VISA SPONSORSHIP

It is the company's intent to sponsor a consultant, only when such application is necessary to meet business needs and only when the applicant meets the requirements established by Japan immigration law.

The company has a program that sponsors visas for consultants with an outstanding record of achievements and commitment and who has completed at least 3 months of service, if the outlined qualifications are met.

Qualifications. To qualify one must be:

- licensed legal professional with university degree, or
- paralegal or other staff with leadership role and achievements, or
- hourly researcher or paralegal that has committed to either Saturdays work (full shift every second Saturday or one half shift every Saturday) or one evening shift a week (1:30 pm to 11 pm).

Approval. The sponsorship should be considered approved, if it's recommended by the immediate supervisor.

Process. The company will provide the reference letter and the application form to the applicant, and any additional document requested by the company and required by the immigration office, such as the company certificate.

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The applicant will submit the complete set of documents to the immigration office and follow through the entire process.

Costs. The applicant will pay for all the costs related to the visa process.

Commitment. The sponsored consultant must commit to remain for a reasonable time of at least 6 months after the visa has been granted, unless unforeseen personal reasons are the cause of an early termination. It's the applicant's responsibility to report any change of the visa status to the authorities in case it was terminated before the sponsored period has ended.

Cancellation. The company has the right to cancel the employment as per the terms and conditions outlined in the consultancy contract at any time.