

Transiting in Japan

For travellers (excluding nationals of visa waiver countries) who are stopping over in Japan while en route to another country due to flight schedules, a transit visa is needed. In the case of travellers visiting someone in Japan, or if the main purpose is for sightseeing or business, he/she should apply for a Temporary Visitor visa instead.

Required Documents for the visa application

Important Notes:

- Arrange your documents in the order according to the checklist
- All documents should be printed or photocopied on A4-sized paper
- Separate all the application documents into individual sets
- Submit photocopies of documents as specified in our requirements, submitted documents would NOT be returned
- NO staples/pins/paper clips used on documents
- A Letter of Authorisation is necessary when the application is made on behalf by Travel Agent/Company Staff (other than direct family member)

<CHECK LIST>

☐	A valid passport (Original)
☐	Visa application form (Original) • Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant • Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required
☐	Photo(Original) • Color photo,taken within 6 months • 3.5cmx4.5cm and affixed to application form (by glue only) • Full faced, front-facing with head straight, unedited, sharp with white/light background (no shadow or object shown in background) • Print out using normal A4 paper is not acceptable • Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required
☐	Identity card issued by Singapore Government (Photocopy) • Front and back photocopies of Singapore PR, Employment Pass (EP), S Pass (SP), Work Permit (WP), Student Pass, Dependent Pass or Long-Term Visit Pass, etc. • New pass card issued with QR code without variable employment information, please submit a front and back photocopy of the pass together with a clear print out of the SGWorkPass Mobile App which displays the latest pass information including the pass status, date of pass expiry/issue/renew/cancellation, occupation and name of employer (scanned within 5 days from application date) • The validity of the pass should cover the trip to Japan and the return to Singapore • If you are in the process of renewing your pass, please submit a photocopy of IPA(In-principle approval) letter issued by Singapore government
☐	Certification of Employment (Original) or Business Registration Profile from ACRA (Photocopy) • Letter issued by employer within one month of application, including detailed information such as position, salary, date of joined etc.. • Business Registration Profile issued within 3 months
☐	Income Tax Notice of Assessment OR Updated bank statement/bank passbook (Photocopy) • Latest year notice issued by IRAS Singapore (with total yearly income indication) • Personal savings accounts showing the account holder's name, current balance and latest 1month's banking transactions. • e-statement is acceptable. Please submit latest 2months statements, and latest transaction history.
☐	If the applicant is a Retiree, Unemployed, Homemaker, Student or Minor sponsorship documents a) to d) below for the financial support of travel expense a) Letter of Sponsorship from sponsor (eg. spouse, parents, child, siblings, etc) b) Photocopy of document to prove relationship such as Marriage/Birth certificate (for immediate family member) c) Sponsor's Income Tax Notice of Assessment or Updated bank statement/bank passbook (Photocopy) d) Sponsor's passport (biodata page) and ID card photocopy
☐	Flight booking • Reservation/tentative booking issued by airline/travel agent with passenger's name, booking number and flight details (showing round trip)
☐	Entry VISA of the Final Destination Country (Original)
☐	When application is made on behalf of applicant (travel agent, company representative etc.) Letter of authorisation (Original)