

## Temporary Visit for Sight-seeing Up To 90 Days (Single or Double-entry)

Temporary visits refer to short-term stays not exceeding 90 days for purposes of tourism or sightseeing. However, this visa does not permit income deriving or profit making activities.

Applicant can apply for a Double-Entry visa if he/she has to make two trips to Japan within a 6-month period for such purposes.

### 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 relative/Company Staff

### <CHECK LIST>

<input type="checkbox"/>	A valid passport (Original)
<input type="checkbox"/>	<b>Visa application form</b> (Original) <ul style="list-style-type: none"> <li>• Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant</li> <li>• Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required</li> </ul>
<input type="checkbox"/>	<b>Photo</b> (Original) <ul style="list-style-type: none"> <li>• Color photo taken within 6 months with white background</li> <li>• 3.5cmx4.5cm and affixed to application form (by glue only)</li> <li>• Full faced, front-facing with head straight, without glasses, with mouth closed, unedited, sharp with white/light background (no shadow or object shown in background)</li> <li>• Print out using normal A4 paper is not acceptable</li> <li>• Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required</li> </ul>
<input type="checkbox"/>	<b>Identity card issued by Singapore Government</b> (Photocopy) <ul style="list-style-type: none"> <li>• Front and back photocopies of Singapore PR, Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass or Long-Term Visit Pass, etc.</li> <li>• Singapore PR who is a minor without physical PR card is required to submit Re-entry Permit Form 7</li> <li>• Digital Long-Term Passes should print out together with the QR code for verification purposes.</li> <li>• The validity of the pass should cover the trip to Japan and the return to Singapore</li> <li>• If you are in the process of renewing your pass, please submit a photocopy of IPA(In-principle approval) letter issued by Singapore government.</li> </ul>
<input type="checkbox"/>	<b>QR code reading</b> (for Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass or Long-Term Visit Pass, etc. issued with QR code) <ul style="list-style-type: none"> <li>• A clear print out of the <b>SGWorkPass Mobile App</b> which displays the latest pass information (scanned within 5 days from application date)</li> </ul>
<input type="checkbox"/>	<b>Certificate of Employment/Student</b> (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy) <ul style="list-style-type: none"> <li>• Certification of Employment Letter issued by employer within one month of application, including detailed information such as issuance date, position, salary, date of joined etc.. (please refer to the sample)</li> <li>• Business Registration Profile issued within 3 months (for business owner whose name is listed in the profile only)</li> <li>• Certification of Student from University/College. The letter should include issuance date, letterhead, term of enrollment, and school representative's signature, name and title etc.. (please refer to the sample)</li> </ul>
<input type="checkbox"/>	<b>Income Tax Notice of assessment OR Updated bank statement/bank passbook</b> <ul style="list-style-type: none"> <li>• Latest year notice issued by IRAS Singapore (with total yearly income indication)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• 2 months Personal savings accounts showing the account holder's name, current balance and the banking transaction history</li> </ul>
<input type="checkbox"/>	<b>If the applicant is a Retiree, Unemployed, Homemaker, Student or Minor</b> sponsorship documents a) to d) below for the financial support of travel expense <ul style="list-style-type: none"> <li>a) <b>Letter of Sponsorship</b> from sponsor (eg. spouse, parents, child, siblings, etc)</li> <li>b) Photocopy of document to prove relationship such as Marriage/Birth certificate (for immediate family member)</li> <li>c) Sponsor's Income Tax Notice of assessment OR Updated bank statement/bank passbook (Photocopy)</li> <li>d) Sponsor's passport (biodata page) and Identity Card front &amp; back copy + (if applicable) SGWorkPass Mobile app QR reading screenshot</li> </ul>

<input type="checkbox"/>	<b>Flight information of traveller</b>  • The information should include passenger' name, flight details of round trip departing from and returning to Singapore (airport, flight number, date and time) • Purchase of the ticket is not required.
<input type="checkbox"/>	<b>Schedule of stay</b> (Daily activities)
<input type="checkbox"/>	<b>Letter of authorisation</b> (Original)  <b>Only relative is allowed to submit on behalf.</b>  Please bring along the following documents: • Relative : Certificate of Relationship (Birth Certificate, Marriage Certificate, etc) & representative's Singapore ID  Except for company incentive trip or school trip can submit by company/school representative. • Company/School Representative : Staff pass or Company/School Letter only & representative's Singapore ID