

Work or Long-Term Stay Visa (with Certificate of Eligibility)

Foreigners who are going to stay in Japan for Working or Long-Term status, such as employment, education, training, entertainer, studying, religious activity etc...

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
- Highlighted blue color is a hyperlink. Please click and check the template/sample

Eligibility for Applicant

Applicant who has received a Certificate Of Eligibility issued by Japanese Immigration Bureau

【CHECK LIST】

<input type="checkbox"/>	① A valid passport (Original) <ul style="list-style-type: none"> ▪ Passport must not be broken, damaged or soiled and has at least two blank pages ▪ Passport will be kept in Embassy during the visa processing period ▪ Old passport with a valid Japan visa is required to submitted during application
<input type="checkbox"/>	② Visa application form (Original) ※How To Fill Out <ul style="list-style-type: none"> ▪ 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
<input type="checkbox"/>	③ Photo (Original) <ul style="list-style-type: none"> ▪ Color photo taken within 6 months with white background ▪ 3.5cmx4.5cm and affixed to application form (by glue only) ▪ 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) ▪ 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
<input type="checkbox"/>	④ Identity card issued by Singapore Government (Photocopy) <ul style="list-style-type: none"> ▪ Front and back photocopies of Singapore PR, Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass (DP) or Long-Term Visit Pass (LTVP), etc. ▪ Singapore PR who is a minor without physical PR card is required to submit Re-entry Permit Form 7 ▪ Digital Long-Term Passes (Digital DP/LTVP/STP) should print out together with the QR code for verification purposes. A clear print out of the MyICA Mobile App, ICA website or FileSG which displays the latest pass information (print within 5 days from application date) ▪ The pass must be valid and 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.
<input type="checkbox"/>	⑤ QR code reading (for Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass (DP) or Long-Term Visit Pass (LTVP), etc. issued with QR code) <ul style="list-style-type: none"> ▪ EP/SP/WP/DP/LTVP issued physically with QR code on the card ▪ A clear print out of the SGWorkPass Mobile App which displays the latest pass information (scanned within 5 days from application date)
<input type="checkbox"/>	⑥ Certificate of Eligibility <p>A photocopy or print out</p>

If someone submit application on behalf of applicant

<input type="checkbox"/>	⑦ Letter of authorisation (Original)
Only Relative or Company Representative are allowed to submit on behalf.	
Please bring along the following documents.	
<ul style="list-style-type: none">▪ Relative : Certificate of Relationship (Birth Cert, Marriage Cert, etc) & Singapore ID▪ Company Representative : Staff Pass or Company Letter only & Singapore ID	

I hereby declare that all required documents are submitted with truth and correction.

Date: _____ Signature: _____

* * * * * OFFICIAL USE * * * * *

CONFIRMER	
REMARKS	