

Application Procedures for Multiple Visa for Nationals of Mongolia for business purpose, and cultural or intellectual figures

The following is an outline of application procedures for nationals of Mongolia who wish to apply for a multiple entry visa for business purpose, and for cultural or intellectual figures (period of stay up to 90 days, visa validity: 1, 3, 5years *determined upon examination). The visa is for the purpose of business affairs for the first visit, but from the second visit it is possible to use for tourism or visiting relatives/acquaintances as well. However, activities to undertake revenue generating business operations or activities to receive remuneration are not permitted.

Eligibility for Applicant

1 Application for business purposes

Applicant who is applicable to one of the following categories and his/her spouse or children

- ① A regular employee of a public (government) enterprise
- ② An employee of a private company which is listed on the stock exchange (including Japan and third countries)
- ③ A regular employee of a Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management base in Japan
- ④ A regular employee of a joint venture company, a subsidiary company or a branch office of a company which is listed on the stock exchange (including Japan and the third countries)
- ⑤ A regular employee of a private company with constant business transactions with a Japanese company which is listed on the stock exchange
- ⑥ A regular employee with a travel record to Japan for business purpose and travel records as temporary visitor to G7 countries (except Japan) in the last three years
- ⑦ A regular employee with more than three travel records to Japan for business purpose in the last three years

2 Application for cultural or intellectual figures etc.

Applicant who is applicable to one of the following categories and his/her spouse or children

- ① An artist (Fine Art, Literary Art, Music, Stage Play, Dance etc.), a specialist in humanities (Literature, Law, Economics etc.), or a scientist (Technology, Medicine etc.) who has relevant accomplishments
- ② A lawyer, certified public accountant, patent attorney, judicial scrivener, notary, medical doctor who has a national or international qualification and actually working as the same position.
- ③ An amateur sports player who has relevant accomplishments
- ④ A full-time professor, assistant professor, or lecturer of a university or a college
- ⑤ A director or higher post of a national or public research institution or a museum
- ⑥ A Diet member, government official, local assemblyman, local government official

3 Spouse or children of the individuals who are mentioned 1 and 2 above

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>

	1 Business purpose	2 Cultural or intellectual figures etc.	3 Spouse or children of the individuals who are mentioned 1 and 2 above
<input type="checkbox"/>	A valid passport (Original)	A valid passport (Original)	A valid passport (Original)
	•MRP/e-passport in compliance with the ICAO standard only		
<input type="checkbox"/>	Visa application form (Original)	Visa application form (Original)	Visa application form (Original)
	•Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant		

<input type="checkbox"/>	Photo(Original)	Photo(Original)	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 		
<input type="checkbox"/>	Identity card issued by Singapore Government (Photocopy)	Identity card issued by Singapore Government (Photocopy)	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 or Long-Term Visit Pass, etc. • Singapore PR who is a minor without physical PR card is required to submit Re-entry Permit Form 7 • Digital Long-Term Passes should upload together with the QR code for verification purposes. • 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 upload a copy of your IPA(In-principle approval) letter issued by Singapore government. 		
<input type="checkbox"/>	QR code reading print out	QR code reading print out	QR code reading print out
	<ul style="list-style-type: none"> • for Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass or Long-Term Visit Pass, etc. issued with QR code • 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"/>	A letter of explanation stating the reason of applying for the multiple visa or Letter of Invitation from the inviter in Japan	A letter of explanation stating the reason of applying for the multiple visa (Original)	A letter of explanation stating the reason of applying for the multiple visa (Original)
<input type="checkbox"/>	Certificate of Employment (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy)	Certificate of Employment (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy)	Certificate of Employment/Student (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy)
	<ul style="list-style-type: none"> • 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) • Business Registration Profile issued within 3 months (for business owner whose name is listed in the profile only) • 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) 		
<input type="checkbox"/>	Documents to prove the applicant qualifies for one of the categories abovementioned 1①~⑦ (Photocopy)	Documents to prove the applicant qualifies for one of the categories abovementioned 2①~⑥ (Photocopy)	Documents to prove kinship [Marriage/Birth certificate] (Photocopy)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Print-out of the company profile from list of the stock exchange website, or Letter of Invitation from a corporation in Japan and evidence of public listing of the inviting corporation, or prove of membership to the local Japanese Chamber of Commerce and documents showing contact information of head of office (in Japan), etc. 		If applying separately from the applicant 1 and 2 <ul style="list-style-type: none"> • A copy of passport of 1 and 2 (pages of identification and the Japanese Multiple Temporary Visitor Visa) • Identity Card front & back copy + (if applicable) SGWorkPass Mobile app QR reading screenshot
<input type="checkbox"/>	Letter of authorisation (Original)		
<input type="checkbox"/>	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 		