

## Application Procedures for Multiple Visa for Nationals of Russia

The following is an outline of application procedures for nationals of Russia who wish to apply for a multiple entry visa as a temporary visitor (period of stay: max. 30, visa validity: max. 3 years). This visa is for the purpose of tourism, business affairs, and visiting relatives/acquaintances, hence activities to undertake revenue generating business operations or activities to receive remuneration are not permitted.

### 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 (Please select one from (A) to (D))

Nationals of Russia with ordinary MRP (Machine Readable Passport)/e-passport in compliance with the ICAO (International Civil Aviation Organization) standard, who wishes to apply for a Multiple Visa for a stay of up to 30 days and are applicable to one of the following categories:

<b>(A)</b>	<ul style="list-style-type: none"> <li>• Individual who has travel record as temporary visitor to Japan in the last 3 years</li> <li>• And who has financial capacity to pay the travel expense</li> </ul>
<b>(B)</b>	Individual who has sufficient financial capacity
<b>(C)</b>	Spouse or children of the above (B)
<b>(D)</b>	Spouse or children of the above (B) and applying separately from the (B)

### **【CHECK LIST】**

<input type="checkbox"/>	<b>① A valid passport (Original)</b> <ul style="list-style-type: none"> <li>• Passport must not be broken, damaged or soiled and has at least two blank pages</li> <li>• Passport will be kept in Embassy during the visa processing period.</li> <li>• Old passport with a valid Japan visa is required to submitted during application.</li> </ul>
<input type="checkbox"/>	<b>② Visa application form (Original × 2) <a href="#">※How To Fill Out</a></b> <ul style="list-style-type: none"> <li>• Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant</li> </ul>
<input type="checkbox"/>	<b>③ Photo (Original × 2)</b> <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> </ul>
<input type="checkbox"/>	<b>④ Identity card issued by Singapore Government (Photocopy)</b> <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 (DP) or Long-Term Visit Pass (LTVP), etc.</li> <li>• Singapore PR who is a minor without physical PR card is required to submit Re-entry Permit Form 7</li> <li>• <a href="#">Digital Long-Term Passes (Digital DP/LTVP/STP)</a> 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)</li> <li>• The pass must be valid and 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"/>	<p>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) print out</p> <ul style="list-style-type: none"> <li>• EP/SP/WP/DP/LTVP issued physically with QR code on the card</li> <li>• A clear print out of the <a href="#">SGWorkPass Mobile App</a> which displays the latest pass information (scanned within 5 days from application date)</li> </ul>
<input type="checkbox"/>	<p>⑥ Flight information of traveller</p> <ul style="list-style-type: none"> <li>• The information should include passenger' name, flight details of round trip departing from and returning to Singapore (airport, flight number, date and time).</li> <li>• Purchase of the ticket is not required.</li> </ul>
<input type="checkbox"/>	<p>⑦ <a href="#">Schedule of stay</a> (Daily activities) <a href="#">✳How To Fill Out</a></p>
<input type="checkbox"/>	<p>⑧ A letter of explanation stating the reason of applying for the multiple visa (Original)</p>
<b>Eligibility For (A) (B)</b>	
<input type="checkbox"/>	<p>⑨ Income Tax Notice of Assessment or latest bank statement/updated bank passbook</p> <ul style="list-style-type: none"> <li>• Latest year "Income Tax Notice of Assessment" issued by IRAS Singapore (with total annual income indication) or</li> <li>• Latest 2 months <b>Personal</b> savings account statements showing the account holder' s name, current balance and the banking transaction history</li> <li>* All pages are required</li> </ul>
<input type="checkbox"/>	<p>⑩ <a href="#">Certificate of Employment/Student</a> (Original) or Business Registration Profile from ACRA (for Business Owner) (Photocopy)</p> <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 within 1 month of application. 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>
<b>Eligibility For (A)</b>	
<input type="checkbox"/>	<p>⑪ Current or old passport (Original and Photocopy)</p> <p>Shows Japanese temporary visitor visa and entry stamps in the last 3 years</p>
<b>Eligibility For (C) (D)</b>	
<input type="checkbox"/>	<p>⑫ Photocopy of Marriage/Birth certificate (to prove relationship between (B) and applicant)</p> <p>Original language and English translation</p>
<input type="checkbox"/>	<p>⑬ (If applicable) <a href="#">Certificate of Employment/Student</a> (Original) or Business Registration Profile from ACRA (for Business Owner) (Photocopy)</p> <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 within 1 month of application. 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>
<b>Eligibility For (D)</b>	
<input type="checkbox"/>	<p>⑭ Valid passport of (B) (Photocopy)</p> <p>A copy of passport of (B) (pages of identification and the Japanese Multiple Temporary Visitor Visa)</p>
<input type="checkbox"/>	<p>⑮ Identity card of (B)</p> <p>Front and back photocopy of Identity card of (B) (refer to ④)</p>
<input type="checkbox"/>	<p>⑯ (If applicable) QR code reading of (B) (for EP, SP, WP, DP, LTVP etc. issued with QR code)</p> <p><a href="#">SGWorkPass Mobile App</a> QR reading screenshot of (B) (refer to ⑤)</p>

**If someone submit application on behalf of applicant**

<input type="checkbox"/>	<b>① Letter of authorisation (Original)</b>
Only relative is allowed to submit on behalf. Please bring along the following documents: • Certificate of Relationship (Birth Certificate, Marriage Certificate, etc) & representative's Singapore ID	

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\* \* \* \* \* OFFICIAL USE \* \* \* \* \*

<b>CONFIRMER</b>	
<b>REMARKS</b>	