

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

【CHECK LIST】

<input type="checkbox"/>	<p>① A valid passport (Original)</p> <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"/>	<p>② Visa application form (Original) ✳How To Fill Out</p> <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"/>	<p>③ Photo (Original)</p> <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"/>	<p>④ Identity card issued by Singapore Government (Photocopy)</p> <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"/>	<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)</p> <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"/>	<p>⑥ Certificate of Employment/Student (Original) or Business Registration Profile from ACRA (for Business Owner) (Photocopy)</p> <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 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) ▪ If the applicant is a Retiree, Unemployed, Homemaker or Student who doesn't have above documents, please provide an explanation letter.

<input type="checkbox"/>	⑦ Flight information of traveller <ul style="list-style-type: none"> 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"/>	⑧ Schedule of stay (Daily activities) ✖How To Fill Out
<input type="checkbox"/>	⑨ Entry VISA of the Final Destination Country (Original)
If travel expenses are covered by applicant	
<input type="checkbox"/>	⑩ Income Tax Notice of Assessment or latest bank statement/updated bank passbook <ul style="list-style-type: none"> Latest year "Income Tax Notice of Assessment" issued by IRAS Singapore (with total annual income indication) or Latest 2 months Personal savings account statements showing the account holder' s name, current balance and the banking transaction history <p>* All pages are required</p>
If a sponsor bears all the travel expenses for the applicant	
<input type="checkbox"/>	⑪ Letter of Sponsorship from sponsor Sponsored by immediate family member only (spouse, parents, child, siblings, etc)
<input type="checkbox"/>	⑫ Photocopy of Marriage/Birth certificate (to prove relationship between sponsor and applicant) Original language and English translation
<input type="checkbox"/>	⑬ Sponsor' s latest year Income Tax Notice of Assessment or latest bank statement/updated bank passbook <ul style="list-style-type: none"> Latest year "Income Tax Notice of Assessment" issued by IRAS Singapore (with total annual income indication) or Latest 2 months Personal savings account statements showing the account holder' s name, current balance and the banking transaction history <p>* All pages are required</p>
<input type="checkbox"/>	⑭ Sponsor' s valid passport (Photocopy)
<input type="checkbox"/>	⑮ Sponsor' s Identity card <ul style="list-style-type: none"> Front and back photocopy of Sponsor' s Identity card (refer to ④)
<input type="checkbox"/>	⑯ (If applicable) QR code reading (for EP, SP, WP, DP, LTVP etc. issued with QR code) Sponsor' s SGWorkPass Mobile App QR reading screenshot (refer to ⑤)
If someone submit application on behalf of applicant	
<input type="checkbox"/>	⑰ Letter of authorisation (Original) Only relative is allowed to submit on behalf. Please bring along the following documents: <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Company/School Representative : Staff pass or Company/School Letter only & representative' s Singapore ID

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

Date: _____ Signature: _____

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

CONFIRMER	
REMARKS	