

## Temporary Visit for Visiting Relatives or Friends Up To 90 Days (Single or Double-entry)

Temporary visits refer to short-term stays not exceeding 90 days for purposes of visiting spouse, relatives, friends, or acquaintances. 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**
- **Highlighted blue color is a hyperlink. Please click and check the template/sample**

### **[CHECK LIST]**

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|--------------------------|---|
| <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 <a href="#">Visa application form</a> (Original) <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> <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>③ Photo (Original)</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> <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>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"/> | <b>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)</b> <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>   |

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| <input type="checkbox"/>   | <b>⑥ 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 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> <li>• If the applicant is a Retiree, Unemployed, Homemaker, or Student who doesn't have above documents, please provide an explanation letter.</li> </ul> |
| <input type="checkbox"/>   | <b>⑦ Flight information of traveller</b> <ul style="list-style-type: none"> <li>• The information should include passenger's 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"/>   | <b>⑧ Schedule of stay</b> (Daily activities) <b>✳How To Fill Out</b>  |
| <input type="checkbox"/>   | <b>⑨ Letter of Invitation</b> from Inviter in Japan   |
| <input type="checkbox"/>   | <b>⑩ Photocopies of Residence Card</b> (If the inviter is a foreign national)   |
|  | Front and back clear photocopies  |
| <input type="checkbox"/>   | <b>⑪ Photocopies of documents to prove relationship</b> (If the inviter is a relative) <ul style="list-style-type: none"> <li>• Marriage/Birth certificate</li> <li>• Original language and English translation</li> </ul>  |
| <input type="checkbox"/>   | <b>⑫ List of Applicants</b> (in the case of multiple applicants)  |
| <b>If travel expenses are covered by applicant</b>                         |   |
| <input type="checkbox"/>   | <b>⑬ Income Tax Notice of Assessment</b> or latest bank statement/updated bank passbook <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 Personal savings account statements showing the account holder's name, current balance and the banking transaction history</li> <li>* All pages are required</li> </ul>   |
| <b>If a sponsor bears all the travel expenses for the applicant</b>        |   |
| <input type="checkbox"/>   | <b>⑭ Letter of Sponsorship</b> from sponsor   |
|  | <b>Sponsored by immediate family member only</b> (spouse, parents, child, siblings, etc)  |
| <input type="checkbox"/>   | <b>⑮ Photocopy of Marriage/Birth certificate</b> (to prove relationship between sponsor and applicant)  |
|  | Original language and English translation   |
| <input type="checkbox"/>   | <b>⑯ Sponsor's latest year Income Tax Notice of Assessment</b> or latest bank statement/updated bank passbook <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 Personal 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"/>   | <b>⑰ Sponsor's valid passport</b> (Photocopy)   |
| <input type="checkbox"/>   | <b>⑱ Sponsor's Identity card</b>  |
|  | Front and back photocopy of Sponsor's Identity card (refer to ④)  |
| <input type="checkbox"/>   | <b>⑲ (If applicable) QR code reading</b> (for EP, SP, WP, DP, LTVP etc. issued with QR code)  |
|  | Sponsor's <b>SGWorkPass Mobile App</b> QR reading screenshot (refer to ⑤)   |
| <b>If the inviter (only relatives) guarantees the expense for the trip</b> |   |
| <input type="checkbox"/>   | <b>⑳ Letter of Guarantee</b>  |
| <input type="checkbox"/>   | <b>㉑ Certificate of tax payment</b> (Form 2) or latest 2 months bank statement/bank passbook (Photocopy)  |
| <input type="checkbox"/>   | <b>㉒ Certificate of residence 'Jyuminhyo'</b> (住民票)   |

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

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|--------------------------|---|
| <input type="checkbox"/> | <b>㉓ Letter of authorisation (Original)</b>   |
|                          | Only relative is allowed to submit on behalf.<br><br>Please bring along the following documents:<br>• Relative : 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 \*\*\*\*\*

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