

## Temporary Visit for Sight-seeing Up To 90 Days (Single or Double-entry)

Temporary visits refer to short-term stays not exceeding 90 days for purposes of tourism or sightseeing. 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】**

<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>
<input type="checkbox"/>	<b>⑥ <a href="#">Certificate of Employment/Student</a> (Original) or Business Registration Profile from ACRA (for Business Owner) (Photocopy)</b> <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 latter.</li> </ul>

<input type="checkbox"/>	<b>⑦ Flight information of traveller</b> <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"/>	<b>⑧ Schedule of stay</b> (Daily activities) <b>✳How To Fill Out</b>
<b>If travel expenses are covered by applicant</b>	
<input type="checkbox"/>	<b>⑨ Income Tax Notice of Assessment or latest bank statement/updated bank passbook</b> <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> </ul> * All pages are required
<b>If a sponsor bears all the travel expenses for the applicant</b>	
<input type="checkbox"/>	<b>⑩ Letter of Sponsorship</b> from sponsor <b>Sponsored by immediate family member only</b> (spouse, parents, child, siblings, etc)
<input type="checkbox"/>	<b>⑪ Photocopy of Marriage/Birth certificate</b> (to prove relationship between sponsor and applicant) Original language and English translation
<input type="checkbox"/>	<b>⑫ Sponsor' s latest year Income Tax Notice of Assessment or latest bank statement/updated bank passbook</b> <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> </ul> * All pages are required
<input type="checkbox"/>	<b>⑬ Sponsor' s valid passport</b> (Photocopy)
<input type="checkbox"/>	<b>⑭ Sponsor' s Identity card</b> Front and back photocopy of Sponsor' s Identity card (refer to ④)
<input type="checkbox"/>	<b>⑮ (If applicable) QR code reading</b> (for Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass (DP) or Long-Term Visit Pass (LTVP), etc. issued with QR code) Sponsor' s <b>SGWorkPass Mobile App</b> QR reading screenshot (refer to ⑤)
<b>If someone submit application on behalf of applicant</b>	
<input type="checkbox"/>	<b>⑯ Letter of authorisation</b> (Original) Only relative is allowed to submit on behalf.  Please bring along the following documents: <ul style="list-style-type: none"> <li>Relative : Certificate of Relationship (Birth Certificate, Marriage Certificate, etc) &amp; representative' s Singapore ID</li> </ul> Except for company incentive trip or school trip can submit by company/school representative. <ul style="list-style-type: none"> <li>Company/School Representative : Staff pass or Company/School Letter only &amp; representative' s Singapore ID</li> </ul>

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

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

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

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