



DOCUMENT CHECKLIST FOR SINGAPORE VISA APPLCIATION

You must submit **all required** documents when you meet at VFS, otherwise the application will be rejected. The documents must be provided in:

- A4 format only.
- English language. Documents in other languages must be translated by an authorized translator
- The processing time is 4-5 working days depending on the total number of applications per day and it may take longer time in some cases.

Print out this list and sign. Submit the documents in the following order:

REQUIRED DOCUMENTS FOR ALL VISA APPLICANTS

No.	DOCUMENTS	YES	NO	REMARK
1	Visa Application form 14A duly filled in English and signed by the applicant. Any incomplete form or false declaration will result in the application being delayed or rejected respectively			
2	V39A (LOI) duly filled in English and signed by the contact person in Singapore. (Local contact/Company)			
3	Two recent photographs - 2 inches - White background - Taken not later than 3 months - Sharp focus and clear of high quality with no ink marks - Should be without sunglasses, glasses, hat, or cap			
4	Accommodation - Confirmation of accommodation for the entire trip (hotel reservations, rentals or accommodation provided by your host/reference person)			
5	Flight ticket - Reservation of a round trip flight ticket			
6	Two photocopies of the biodata page of your Valid passport with validity of at least 6 months from the intended date of entry into Singapore.			
7	Photocopy of valid Thai visa and arrival stamp. (For tourist visa holder the visa should be validated at least 10 days)			
8	Valid visas from Schengen member countries, UK, USA, Canada, Australia, or New Zealand (If any)			
9	Occupation, such as employment/studies letter and permission for leave. If self-employed: Proof of business registration			
10	Proof of occupation: - If employed – Employment letter from the company and permission for leave - If self-employed – Evidence of business ownership (company registration)			
11	Original and photocopy of Thai work permit			
12	For Chinese citizen please provide the copy of PRC ID			
13	Authorization Letter in original – completed and signed Authorization Letter in English given to a third party on the applicant's behalf stating the purpose required. Copy of ID must be provided from the third party together with Authorization Letter.			



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No.	DOCUMENTS	YES	NO	REMARK
14	ADDITIONAL DOCUMENTS FOR SINGAPORE VISA TRANSFER - Photocopy of old and new passport - A valid Singapore e-Visa			
15	ADDITIONAL DOCUMENTS FOR VISIT - FAMILY/FRIENDS Document photocopy of local contact must be either a Singapore citizen (SC) or a Singapore permanent resident (PR) Copy of Singapore citizens card (SC or PR)			
16	ADDITIONAL DOCUMENTS FOR MEDICAL TREATMENT Supporting letter provided by the hospital stating the purpose of visa application and the applicant's medical history.			
17	ADDITIONAL DOCUMENTS FOR STUDY Supporting letter provided by the university/college/school/institute stating the admission & student details + Copy of Student card			
18	ADDITIONAL DOCUMENTS FOR BUSINESS For applicants invited to participate to conferences, meetings other than commercial: 1. Letter from applicant's employer 2. Singapore registered company 3. A printed business profile (<u>bizfile</u>) and details of the Singapore registered company (<u>showing the names of all the directors/shareholders</u>) from the Accounting and Corporate Regulatory Authority (ACRA) printed within the last 3 months. 4. The purpose of presentation in a conference. You are advised by the Embassy of Singapore to notify MOM for a work pass exempt activities via e-notification in MOM website. For more information, please go to this link; https://www.mom.gov.sg/passes-and-permits/workpass-exempt-activities/eligible-activities			

Afghanistan, Algeria, Armenia, Azerbaijan, Bangladesh, Belarus, Democratic People's Republic of Korea, Egypt, Georgia, India, Iran, Iraq, Jordan, Kazakhstan, Kosovo, Kyrgyzstan, Lebanon, Libya, Mali, Moldova, Morocco, Nigeria, Pakistan, People's Republic of China (PRC), Russia, Saudi Arabia, Somalia, Sudan, South Sudan, Syria, Tajikistan, Tunisia, Turkmenistan, Ukraine, Uzbekistan, Yemen

You will also need a visa if you are traveling on:

- Refugee travel by documents issued by a Middle East country. These travel documents are subject assessment of recognition for entry into Singapore.
- [A Palestinian Authority Passport.](#)
- [A temporary passport issued by United Arab Emirates.](#)
- [A Document of Identity issued by Hong Kong Special Administrative Region.](#)
- [A Travel Permit Issued by Macao Administrative Region.](#)



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Please specify any additional documents that have been included to support the visa application.

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IMPORTANT NOTES:

Please ensure that the application forms / all the necessary documents have been completed and provided. Incomplete applications will be returned to you.

I, the applicant declare that I have submitted the above documents to the VFS Visa Application Centre to support my Singapore visa application.

Submission Date: _____

Applicant’s signature: _____

VFS’s signature: _____