

# Checklist to Japan (Tourist Visa)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> <li>A tourist visa to Japan is granted to foreign national travelling to Japan for a short-term stay for the purpose of tourism (sight-seeing, visiting friends and relatives, leisure) or medical check-up and medical treatment. <b>Single entry is valid for 3 months and multiple entry is valid between 3-5 years subject to the financial capacity of the applicant. The visa validity and the duration of stay allowed are 2 different entities. Ensure the visa validity covers your travel date otherwise; the visa will lapse.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All documents should be printed or photocopied on A4-sized paper. Unverifiable supporting documents will result in rejection of visa application.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Fray, torn, damaged to the personal information/ visa pages</b> cannot be submitted for visa application. <b>Please check the condition of your travel document before submitting.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Separate all application documents for different applicants into individual sets.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>NO staples/ pins/ paper clips</b> should be used on the visa forms and supporting documents.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Remove passport cover and <b>DO NOT</b> attach expired passport to the application unless your valid visa is in the cancelled. passport.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The issuance of multiple entry entries is at the discretion of the Embassy. If you do not meet the criteria for the issuance of multiple entries, a single-entry visa will be issued and the application fee remains the same.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>REQUIRED DOCUMENTS TO BE PREPARED BY THE APPLICANT</b>		
<ul style="list-style-type: none"> <li>1 set of duly completed application forms printed out and signed by hand (<b>wet signature</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>2 sets of duly completed applications, printout and signed hand (wet signature) (<b>applicable to Russian and other CIS passport holder</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>1 passport sized color photograph taken against a white background (<b>35mm x 45mm.</b>). * For Russian and other CIS passport holder 2 passport sized color photograph is required.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Copy Singapore Work and related passes/ student pass/ LTVP/ LTVP+/ Singapore PR ID card (<b>front and back</b>). <b>Actual sized or upsized</b> is required. <b>Unverifiable</b> printout will result in rejection of application</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For digital passes the printout pass information must include the verifiable QR code which can be downloaded from MyICA mobile app, ICA website or FileSG using your Sing Pass</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Print out the validity and expiry status of the work and related passes by scanning the QR code on your work and related pass using the free <b>SgWorkPass app (available on goggle play or Apple Appstore)</b>. The printout must show the current date, confirm that the pass is valid and covers your travel date to Japan and the return to Singapore. (<b>Screenprint within the recent 5 days of the application date</b>) must be submitted.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Letter of Consent (<b>LOC</b>) issued by <b>MOM</b> if you are holder of LTVP/ LTVP+.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you are employed, an employment certification issued on company headed paper verifying your employment status such as salary, position, date joined, date and purpose of travel must be submitted. (<b>Original and issued within the recent 1 month</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you are <b>Unemployed, (homemaker/ retiree/ student)</b> and the application is sponsored by either your spouse/ parents'/ working child/ siblings and neither of them is <b>NOT</b> a visa applicant, a letter of employment from your sponsor's/ parents'/ working child/ siblings' company verifying their employment status such as salary, position, date joined, date and purpose of travel must be submitted to support your application (<b>Original and issued within the recent 1 month</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you are a student travelling on your own or on a school organized trip, a letter from the educational institution verifying enrollment status. (<b>Original and issued within the recent 1 month</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you are self-employed, a printout of the Business Acra Bizfile. (<b>Issued within the recent 1 month</b>) must be submitted.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Proof of kinship. Marriage/ birth certificate in official <b>ENGLISH</b> if the trip is sponsored by either the applicant's spouse/ parents'/ working child/ siblings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Name changed if any; provide legal document on named changed (<b>deed poll</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Letter of sponsorship if your trip is sponsored by your <b>spouse/ parents'/ siblings'</b>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The last 2 months Singapore bank statement reflecting the applicant's name and detailed transaction history. (<b>The bank statement must include all pages</b>). <b>*Debit/ credit card transaction is not accepted for visa application.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Round trip flight information showing <b>return trip to Singapore of all travelers listed in the itinerary.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Schedule of Stay (<b>Daily Activities</b>) in Japan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For multiple-entry visa, complete a <b>multiple entries request form</b>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>IRAS Notice of Assessment for the current year</b> for a multiple entry request.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Copy of the previous multiple entry visa if it is not in the current passport.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Authorization form to submit on behalf (<b>Original</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROCESSING TIME UPON SUBMISSION TO THE EMBASSY</b>		
<ul style="list-style-type: none"> <li>5 Working Days. (There is <b>NO</b> option for Urgent/ Express processing).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>