

Business Visa to Japan Checklist

- 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 for different applicants into individual sets.
- NO staples/pins/paper clips should be used on documents.

	DOCUMENTS:
<input type="checkbox"/>	Visa application form completed, printed out and signed by hand.
<input type="checkbox"/>	Original passport with at least 6 months validity beyond the validity of the visa.
<input type="checkbox"/>	Passport-size colour photograph – can be arranged in our office.
<input type="checkbox"/>	Copy of Identity card issued by Singapore Government (front and back).
<input type="checkbox"/>	Printout of the validity and expiry status of a pass which can be obtained with a free SGWorkPass app (available on App Store and Google Play).
<input type="checkbox"/>	A certificate of employment from the applicant's employer or a Business Registration Profile from ACRA.
<input type="checkbox"/>	A daily itinerary in Japan.
<input type="checkbox"/>	A letter of invitation from Japan (issued within recent 1 month).
<input type="checkbox"/>	If there are multiple applicants, a list of visa applicants .
<input type="checkbox"/>	If the inviter guarantees the expense for the trip, a letter of guarantee from Japan.
<input type="checkbox"/>	For the multiple-entry visa, a Multiple entry request form .
<input type="checkbox"/>	For the multiple-entry visa, a certificate of income or tax return issued by a public agency.
<input type="checkbox"/>	Authorisation letter .
<input type="checkbox"/>	Completed and signed Global Singapore visa order form

* For Russian and other CIS passport holders, 2 completed application forms and 2 photographs are required.