

# Tourist FDW 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.

	<b>DOCUMENTS FROM APPLICANT:</b>
<input type="checkbox"/>	<b>Visa application form</b> completed, printed out and signed by hand.
<input type="checkbox"/>	Original <b>passport</b> with at least 6 months validity beyond the validity of the visa.
<input type="checkbox"/>	Passport-size colour <b>photograph</b> – can be arranged in our office.
<input type="checkbox"/>	Copy of <b>Identity card</b> issued by Singapore Government (front and back).
<input type="checkbox"/>	Printout of the <b>validity</b> and expiry status of a pass from SGWorkPass app.
<input type="checkbox"/>	Printscreen from the helper's <b>SingPass</b> app showing employment status and name of employer.
<input type="checkbox"/>	Completed and signed <b>Global Singapore visa order form</b>
	<b>DOCUMENTS FROM EMPLOYER:</b>
<input type="checkbox"/>	<b>Passport copy</b>
<input type="checkbox"/>	Copy of <b>Identity card</b> issued by Singapore Government (front and back).
<input type="checkbox"/>	Printout of the <b>validity</b> 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"/>	<b>Letter of explanation.</b> The letter must be clearly explaining the necessity of the domestic helper to accompany the employer. Depending on the purpose of the domestic helper accompanying her employer, please, submit the following documents as prove of relationship: – Helper to look after employer’s children – a photocopy of <b>birth certificate(s)</b> of travelling child(ren). – Helper to assist elderly parents – a photocopy of <b>birth certificate</b> of the employer.
<input type="checkbox"/>	A certificate <b>of employment</b> from the employer’s employer or a <b>Business Profile</b> from ACRA.
<input type="checkbox"/>	<b>Bank statements</b> showing the transactions for the last 2 months (min 3,000 SGD).
<input type="checkbox"/>	Copy of inbound and outbound <b>tickets</b> to Japan for all travellers.
<input type="checkbox"/>	A <b>daily itinerary</b> in Japan..
<input type="checkbox"/>	<b>Guarantee letter</b> for domestic helper.
<input type="checkbox"/>	<b>Authorisation letter.</b>