

# Tourist 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:</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 which can be obtained with a free SGWorkPass app (available on App Store and Google Play).
<input type="checkbox"/>	A certificate <b>of employment</b> from the applicant's employer or a <b>Business Registration Profile</b> from ACRA.
<input type="checkbox"/>	<b>Bank statements</b> showing the transactions for the last 2 months. The minimum amount required for a visa application is 3,000 SGD.
<input type="checkbox"/>	If an applicant is a <b>retiree, unemployed, homemaker, student or minor</b> : <ul style="list-style-type: none"> <li>- Letter of <b>sponsorship</b>.</li> <li>- Proof of <b>relationship</b> (copy of a marriage/birth certificate).</li> <li>- Copy of the last month's <b>bank statement</b>, copy of their <b>passport</b> and a <b>residence card</b>.</li> </ul>
<input type="checkbox"/>	If there are multiple applicants, a <b>list of visa applicants</b> .
<input type="checkbox"/>	A <b>daily itinerary</b> in Japan.
<input type="checkbox"/>	For the multiple-entry visa, a <b>Multiple entry request form</b> .
<input type="checkbox"/>	For the multiple-entry visa, a copy of <b>previous visas</b> .
<input type="checkbox"/>	<b>Authorisation letter</b> .
<input type="checkbox"/>	Completed and signed <b>Global Singapore visa order form</b>

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