

## Application Procedures for Multiple Visa for Saudi Arabia Nationals

The following is an outline of application procedures for nationals of Saudi Arabia who wish to apply for a multiple-entry visa as a temporary visitor (period of stay : 90 days, validity : 3 years). This visa is for the purpose of tourism, business affairs, and visiting relatives/acquaintances, hence activities to undertake revenue generating business operations or activities to receive remuneration are not permitted.

### Required Documents for the visa application

#### Important Notes

- **Arrange your documents in the order according to the checklist**
- **All documents should be printed or photocopied on A4-sized paper**
- **Application Procedures for Multiple Visa for Saudi Arabia Nationals**
- **Submit photocopies of documents as specified in our requirements, submitted documents would NOT be returned**
- **NO staples/pins/paper clips used on documents**
- **A Letter of Authorisation is necessary when the application is made on behalf by relative/Company Staff**
- **Highlighted blue color is a hyperlink. Please click and check the template/sample**

### Eligibility for Applicant (Please select one from (A) to (C))

Nationals of Saudi Arabia with ordinary MRP (Machine Readable Passport) / e-passport in compliance with the ICAO (International Civil Aviation Organization) standard, who wish to apply for a Multiple Visa, and are applicable to one of the following categories:

<b>(A)</b>	Individual with a considerable high income or sufficient financial capacity
<b>(B)</b>	Family member of an individual mentioned in (A) (spouse, immediate family within the second degree of kinship and siblings living in the same household)
<b>(C)</b>	Family member of an individual mentioned in (A) (spouse, immediate family within the second degree of kinship and siblings living in the same household) and applying separately from the (A)

### **【CHECK LIST】**

<input type="checkbox"/>	<b>① A valid passport (Original)</b> <ul style="list-style-type: none"> <li>• Passport must not be broken, damaged or soiled and has at least two blank pages</li> <li>• Passport will be kept in Embassy during the visa processing period.</li> <li>• Old passport with a valid Japan visa is required to submitted during application.</li> </ul>
<input type="checkbox"/>	<b>② <a href="#">Visa application form</a> (Original) <a href="#">✳How To Fill Out</a></b> Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant
<input type="checkbox"/>	<b>③ Photo (Original)</b> <ul style="list-style-type: none"> <li>• Color photo taken within 6 months with white background</li> <li>• 3.5cmx4.5cm and affixed to application form (by glue only)</li> <li>• Full faced, front-facing with head straight, without glasses, with mouth closed, unedited, sharp with white/light background (no shadow or object shown in background)</li> <li>• Print out using normal A4 paper is not acceptable</li> </ul>
<input type="checkbox"/>	<b>④ Identity card issued by Singapore Government (Photocopy)</b> <ul style="list-style-type: none"> <li>• Front and back photocopies of Singapore PR, Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass (DP) or Long-Term Visit Pass (LTVP), etc.</li> <li>• Singapore PR who is a minor without physical PR card is required to submit Re-entry Permit Form 7</li> <li>• <a href="#">Digital Long-Term Passes (Digital DP/LTVP/STP)</a> should print out together with the QR code for verification purposes. A clear print out of the MyICA Mobile App, ICA website or FileSG which displays the latest pass information (print within 5 days from application date)</li> <li>• The pass must be valid and validity of the pass should cover the trip to Japan and the return to Singapore</li> <li>• If you are in the process of renewing your pass, please submit a photocopy of IPA(In-principle approval) letter issued by Singapore government.</li> </ul>

<input type="checkbox"/>	<p>⑤ QR code reading (for Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass (DP) or Long-Term Visit Pass (LTVP), etc. issued with QR code) print out</p> <ul style="list-style-type: none"> <li>• EP/SP/WP/DP/LTVP issued physically with QR code on the card</li> <li>• A clear print out of the <b>SGWorkPass Mobile App</b> which displays the latest pass information (scanned within 5 days from application date)</li> </ul>
<input type="checkbox"/>	<p>⑥ A letter of explanation stating the reason of applying for the multiple visa (Original)</p>
<b>Eligibility for ①</b>	
<input type="checkbox"/>	<p>⑦ <b>Certificate of Employment/Student</b> (Original) or Business Registration Profile from ACRA (for Business Owner) (Photocopy)</p> <ul style="list-style-type: none"> <li>• Certification of Employment Letter issued by employer within one month of application, including detailed information such as issuance date, position, salary, date of joined etc.. (please refer to the sample)</li> <li>• Business Registration Profile issued within 3 months (for business owner whose name is listed in the profile only)</li> <li>• Certification of Student from University/College within 1 month of application. The letter should include issuance date, letterhead, term of enrollment, and school representative's signature, name and title etc.. (please refer to the sample)</li> </ul>
<b>Eligibility for ① ③</b>	
<input type="checkbox"/>	<p>⑧ Income Tax Notice of Assessment</p> <ul style="list-style-type: none"> <li>• Latest year "Income Tax Notice of Assessment" issued by IRAS Singapore (with total annual income indication)</li> </ul> <p>* All pages are required</p>
<b>Eligibility for ② ③</b>	
<input type="checkbox"/>	<p>⑨ Photocopy of Marriage/Birth certificate (to prove relationship between ① and applicant)</p> <p>Original language and English translation</p>
<input type="checkbox"/>	<p>⑩ (If applicable) <b>Certificate of Employment/Student</b> (Original) or Business Registration Profile from ACRA (for Business Owner) (Photocopy)</p> <ul style="list-style-type: none"> <li>• Certification of Employment Letter issued by employer within one month of application, including detailed information such as issuance date, position, salary, date of joined etc.. (please refer to the sample)</li> <li>• Business Registration Profile issued within 3 months (for business owner whose name is listed in the profile only)</li> <li>• Certification of Student from University/College within 1 month of application. The letter should include issuance date, letterhead, term of enrollment, and school representative's signature, name and title etc.. (please refer to the sample)</li> </ul>
<b>Eligibility for ③</b>	
<input type="checkbox"/>	<p>⑪ Valid passport of ① (Photocopy)</p> <p>Include pages of identification and the Japanese Multiple Temporary Visitor Visa</p>
<input type="checkbox"/>	<p>⑫ Identity card of ①</p> <p>Front and back photocopy of Identity card of ① (refer to ④)</p>
<input type="checkbox"/>	<p>⑬ (If applicable) QR code reading of ① (for EP, SP, WP, DP, LTVP etc. issued with QR code)</p> <p><b>SGWorkPass Mobile App</b> QR reading screenshot of ① (refer to ⑤)</p>

**If someone submit application on behalf of applicant**

<input type="checkbox"/>	<b>14 Letter of authorisation</b> (Original)
Only relative is allowed to submit on behalf. Please bring along the following documents: • Relative : Certificate of Relationship (Birth Certificate, Marriage Certificate, etc) & representative's Singapore ID	

**I hereby declare that all required documents are submitted with truth and correction.**

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

\* \* \* \* \* OFFICIAL USE \* \* \* \* \*

<b>CONFIRMER</b>	
<b>REMARKS</b>	