

EMBASSY OF JAPAN

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Submission For Agents: Mon - Fri 0830 - 1200 Hrs
Collection For Agents: Mon - Fri 1330 - 1600 Hrs
Closed: Saturday, Sunday & Public Holidays

Type of Visa	No of forms required	No of passport-size photos required	Processing Time	Visa Processing Fees (SGD)
Business / Tourist	One	One	3 business days	Please check out the visa fees from visa fees (+\$25 Service Fees)
Business Visa	<ul style="list-style-type: none"> ▪ The requirements are as follows: <ul style="list-style-type: none"> ➢ Original Passport with at least 6 months validity and at least 2 blank pages in the passport ➢ Complete visa application form (download application form) ➢ Photocopied Employment pass / Work permit / PR NRIC ➢ Company letter (please have a look at the sample of a company letter) ➢ Flight Itinerary 			
Tourist Visa	<ul style="list-style-type: none"> ▪ The requirements are as follows: <ul style="list-style-type: none"> ➢ Original Passport with at least 6 months validity and at least 2 blank pages in the passport ➢ Complete visa application form (download application form) ➢ Photocopied Employment pass / Work permit / PR NRIC ➢ Company letter (please have a look at the sample of a company letter) ➢ Photocopied bank statement transactions of last 1 month ➢ Flight Itinerary 			
Remarks	<ul style="list-style-type: none"> ▪ There are around 62 countries that do not need to apply for visa to enter Japan. Please check out the individual exemption from visa exemption ▪ Letter of Authorisation if a 3rd party is applying the visa on your behalf. Letter can be downloaded at Power of Attorney ▪ Bangladesh, Indonesia, Pakistan, Saudi Arabia, Sri Lanka passport holders will need more than 4 business days to process application of visa. ▪ For applicants holding Indonesia passport, please provide hotel vouchers also ▪ For applicants holding China passport with Guarantor/inviter in Japan, please provide additional documents as follows: <ul style="list-style-type: none"> ➢ Original Employment pass / Work permit / PR NRIC ➢ Invitation Letter(Sample of invitation letter) ➢ Guarantee Letter (Sample of guarantee letter) ➢ Certification of Employment or School Letter (Sample of letter) ➢ Itinerary / Training Schedule in Japan (Sample of itinerary / training schedule) ➢ Letter of Certification of Employment from Guarantor ➢ Receipt of Income Tax Payment from Guarantor ➢ Residence Letter / Family Registration Paper (for Japanese Guarantor) ➢ Alien Registration Card (for non-Japanese Guarantor) ▪ Note: Chinese nationals currently studying in Singapore (i.e. Student-Pass<STP> holders) should take note that their visa applications require formal approval from the Ministry of Foreign Affairs in Japan. This special requirement will lengthen processing time from the usual 3 business days to several weeks 			