

EMBASSY OF JAPAN

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Website: <http://www.sg.emb-japan.go.jp>

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 <b>visa fees</b> (+\$25 Service Fees)
Business Visa	<ul style="list-style-type: none"> <li>▪ The requirements are as follows:                             <ul style="list-style-type: none"> <li>➢ Original Passport with at least 6 months validity and at least 2 blank pages in the passport</li> <li>➢ Complete visa application form (download <a href="#">application form</a>)</li> <li>➢ Photocopied Employment pass / Work permit / PR NRIC</li> <li>➢ Company letter (please have a look at the <a href="#">sample of a company letter</a>)</li> <li>➢ Flight Itinerary</li> </ul> </li> </ul>			
Tourist Visa	<ul style="list-style-type: none"> <li>▪ The requirements are as follows:                             <ul style="list-style-type: none"> <li>➢ Original Passport with at least 6 months validity and at least 2 blank pages in the passport</li> <li>➢ Complete visa application form (download <a href="#">application form</a>)</li> <li>➢ Photocopied Employment pass / Work permit / PR NRIC</li> <li>➢ Company letter (please have a look at the <a href="#">sample of a company letter</a>)</li> <li>➢ Photocopied bank statement transactions of last 1 month</li> <li>➢ Flight Itinerary</li> </ul> </li> </ul>			
Remarks	<ul style="list-style-type: none"> <li>▪ There are around 62 countries that do not need to apply for visa to enter Japan. Please check out the individual exemption from <b>visa exemption</b></li> <li>▪ Letter of Authorisation if a 3<sup>rd</sup> party is applying the visa on your behalf. Letter can be downloaded at <a href="#">Power of Attorney</a></li> <li>▪ <b>Bangladesh, Indonesia, Pakistan, Saudi Arabia, Sri Lanka</b> passport holders will need <b>more than 4 business days</b> to process application of visa.</li> <li>▪ For applicants holding <b>Indonesia</b> passport, please provide hotel vouchers also</li> <li>▪ For applicants holding <b>China passport</b> with Guarantor/inviter in Japan, please provide additional documents as follows:                             <ul style="list-style-type: none"> <li>➢ Original Employment pass / Work permit / PR NRIC</li> <li>➢ Invitation Letter(Sample of <a href="#">invitation letter</a>)</li> <li>➢ Guarantee Letter (Sample of <a href="#">guarantee letter</a>)</li> <li>➢ Certification of Employment or School Letter (Sample of <a href="#">letter</a>)</li> <li>➢ Itinerary / Training Schedule in Japan (Sample of <a href="#">itinerary / training schedule</a>)</li> <li>➢ Guarantor's Employment Certification</li> <li>➢ One of the following documents from inviting company/organization (For business/conference/training):                                     <ul style="list-style-type: none"> <li>- Company Registration Paper</li> <li>- Photocopied of the printout from the Quarterly Corporate Report (Latest Edition)</li> <li>- Company/Organisation Prospects or Pamphlet/Brochure (Stating clear information on the profile of the company/orginsation)</li> </ul> </li> <li>➢ Receipt of Income Tax Payment from Guarantor (For vacation)</li> <li>➢ Residence Letter / Family Registration Paper (for Japanese Guarantor) (For vacation)</li> <li>➢ Alien Registration Card (for non-Japanese Guarantor) (For vacation)</li> </ul> </li> <li>▪ <b>Note: Chinese nationals currently studying in Singapore (i.e. Student-Pass&lt;STP&gt; 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</b></li> </ul>			