

Multiple Visa for Nationals of Mongolia for business purpose, and cultural or intellectual figures

The following is an outline of application procedures for nationals of Mongolia who wish to apply for a multiple entry visa for business purpose, and for cultural or intellectual figures (period of stay up to 90 days, visa validity: 1, 3, 5years *determined upon examination). The visa is for the purpose of business affairs for the first visit, but from the second visit it is possible to use for tourism or visiting relatives/acquaintances as well. However, 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
- Separate all the application documents into individual sets
- 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 of them)

Ⓐ	Application for business purposes Applicant who is applicable to one of the following categories and his/her spouse or children	
	I	A regular employee of a public (government) enterprise
	II	A regular employee of a private company which is listed on the stock exchange (including Japan and third countries)
	III	A regular employee of a Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management base in Japan
	IV	A regular employee of a joint venture company, a subsidiary company or a branch office of a company which is listed on the stock exchange (including Japan and the third countries)
	V	A regular employee of a private company with constant business transactions with a Japanese company which is listed on the stock exchange
	VI	A regular employee with a travel record to Japan for business purpose and travel records as temporary visitor to G7 countries (except Japan) in the last 3 years
	VII	A regular employee with more than 3 travel records to Japan for business purpose in the last 3 years
Ⓑ	Application for cultural or intellectual figures etc. Applicant who is applicable to one of the following categories and his/her spouse or children	
	I	An artist (Fine Art, Literary Art, Music, Stage Play, Dance etc.), a specialist in humanities (Literature, Law, Economics etc.), or a scientist (Technology, Medicine etc.) who has relevant accomplishments
	II	A lawyer, certified public accountant, patent attorney, judicial scrivener, notary, medical doctor who has a national or international qualification and actually working as the same position.
	III	An amateur sports player who has relevant accomplishments
	IV	A full-time professor, assistant professor, or lecturer of a university or a college
	V	A director or higher post of a national or public research institution or a museum
	VI	A Diet member, government official, local assemblyman, local government official
Ⓒ	Spouse or children of the above Ⓐ or Ⓑ	
Ⓓ	Spouse or children of the above Ⓐ or Ⓑ, and applying separately from Ⓐ or Ⓑ	

【CHECK LIST】

☐	① A valid passport (Original) - Passport must not be broken, damaged or soiled and has at least two blank pages - Passport will be kept in Embassy during the visa processing period. - Old passport with a valid Japan visa is required to submitted during application.
☐	② Visa application form (Original) ※How To Fill Out Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant
☐	③ Photo (Original) - Color photo taken within 6 months with white background 3.5cmx4.5cm and affixed to application form (by glue only) - 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) - Print out using normal A4 paper is not acceptable
☐	④ Identity card issued by Singapore Government (Photocopy) - 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. - Singapore PR who is a minor without physical PR card is required to submit Re-entry Permit Form 7 Digital Long-Term Passes (Digital DP/LTVP/STP) 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) - The pass must be valid and validity of the pass should cover the trip to Japan and the return to Singapore - If you are in the process of renewing your pass, please submit a photocopy of IPA(In-principle approval) letter issued by Singapore government.
☐	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 - EP/SP/WP/DP/LTVP issued physically with QR code on the card - A clear print out of the SGWorkPass Mobile App which displays the latest pass information (scanned within 5 days from application date)
Eligibility For ② ③ ④	
☐	⑥ A letter of explanation stating the reason of applying for the multiple visa (Original)
Eligibility For ① ②	
☐	⑦ Certificate of Employment (Original) or Business Registration Profile from ACRA (for Business Owner) (Photocopy) - 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) - Business Registration Profile issued within 3 months (for business owner whose name is listed in the profile only)
Eligibility For ①	
☐	⑧ A letter of explanation stating the reason of applying for the multiple visa (Original) or Letter of Invitation from the inviter in Japan stating the reason of applying for multiple visa
☐	⑨ Documents to prove the applicant qualifies for one of the categories in the Eligibility for Applicant list of ① (Photocopy) - Print-out of the company profile from list of the stock exchange website - OR Letter of Invitation from a corporation in Japan AND evidence of public listing of the inviting corporation /Prove of membership to the local Japanese Chamber of Commerce and documents showing contact information of head of office (in Japan), etc. - OR - Current or old passport (Original and Photocopy) that shows a Japanese temporary visitor visa and entry stamp in the last 3 years and shows temporary visitor visas and entry stamps of G7 countries(except Japan) in the last 3 years[G7 countries except Japan: USA, France, Germany, UK, Italy, Canada] - OR - Current or old passport (Original and Photocopy) that shows Japanese temporary visitor visa(s) and more than 3 times entry stamp in the last 3 years
Eligibility For ②	
☐	⑩ Documents to prove the applicant qualifies for one of the categories in the Eligibility for Applicant list of ② (Photocopy)

Eligibility For ③ ④	
☐	⑪ Photocopy of Marriage/Birth certificate (to prove relationship between ① or ② and applicant) Original language and English translation
☐	⑫ (If applicable) Certificate of Employment/Student (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy) • 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) • Business Registration Profile issued within 3 months (for business owner whose name is listed in the profile only) • Certification of Student from University/College within one 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)
Eligibility For ④	
☐	⑬ Valid passport of ① or ② (Photocopy) • Pages of identification And • Pages of Japanese Multiple Temporary Visitor Visa
☐	⑭ Identity card of ① or ② Front and back photocopy of ① or ② 's Identity card (refer to ④)
☐	⑮ (If applicable) SGWorkPass QR code reading of ① or ② SGWorkPass Mobile App QR reading screenshot of ① or ② (refer to ⑤)
If someone submit application on behalf of applicant	
☐	⑯ Letter of authorisation (Original) Only Relative or Company Representative are allowed to submit on behalf. Please bring along the following documents. • Relative : Certificate of Relationship (Birth Cert, Marriage Cert, etc) & Singapore ID • Company Representative : Staff Pass or Company Letter only & Singapore ID

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

Date : _____ Signature : JA Travel Pte Ltd
info@ja-travel.com
97560887

***** OFFICIAL USE *****

CONFIRMER	
REMARKS	