

Work or Long-Term Stay Visa (with Certificate of Eligibility)

Foreigners who are going to stay in Japan for Working or Long-Term status, such as employment, education, training, entertainer, studying, religious activity etc...

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

Applicant who has received a Certificate Of Eligibility issued by Japanese Immigration Bureau

【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. - Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required
☐	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 - Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required
☐	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) - 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)
☐	⑥ Certificate of Eligibility A photocopy or print out

If someone submit application on behalf of applicant	
☐	⑦ 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	