

Application Procedures for Multiple Visa for Nationals of Mongolia

The following is an outline of application procedures for nationals of Mongolia who wish to apply for a multiple entry visa as a temporary visitor (period of stay up to 90 days, visa validity: max. 5 years *determined upon examination). 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
- 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 from (A) to (E))

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

(A)	• Individual who has travel record as temporary visitor to Japan in the last 3 years • And who has financial capacity to pay the travel expense (period of stay: up to 30days)
(B)	• Individual who has travel record as temporary visitor to Japan in the last 3 years • And who has travel records as temporary visitor to G7 countries (except Japan) twice or more in the last 3 years (period of stay: up to 30days)
(C)	Individual who has sufficient financial capacity
(D)	Spouse or children of the above (C)
(E)	Spouse or children of the above (C) and applying separately from the (C)

【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)
☐	⑥ A letter of explanation stating the reason of applying for the multiple visa (Original)
Eligibility for ① ② ③	
☐	⑦ 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 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)
Eligibility for ① ③ ⑤	
☐	⑧ Income Tax Notice of Assessment or latest bank statement/updated bank passbook • Latest year "Income Tax Notice of Assessment" issued by IRAS Singapore (with total annual income indication) or • Latest 2 months Personal savings account statements showing the account holder's name, current balance and the banking transaction history * All pages are required
Eligibility for ①	
☐	⑨ Current or old passport (Original and Photocopy) • Shows Japanese temporary visitor visa and entry stamps in the last 3 years
Eligibility for ②	
☐	⑩ Current or old passport (Original and Photocopy) • Shows Japanese temporary visitor visa and entry stamps in the last 3 years - And • Shows temporary visitor visa(s) and entry stamps of G7 countries twice or more in the last 3 years
Eligibility for ④ ⑤	
☐	⑪ Photocopy of Marriage/Birth certificate (to prove relationship between ③ 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 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)

Eligibility for ⑤	
☐	⑬ Valid passport of ③ (Photocopy) A copy of passport of ③ (pages of identification and the Japanese Multiple Temporary Visitor Visa)
☐	⑭ Identity card of ③ Front and back photocopy of Identity card of ③ (refer to ④)
☐	⑮ (If applicable) QR code reading of ③ (for EP, SP, WP, DP, LTVP etc. issued with QR code) SGWorkPass Mobile App QR reading screenshot of ③ (refer to ⑤)
If someone submit application on behalf of applicant	
☐	⑯ Letter of authorisation (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 : [JA Travel Pte Ltd](#)
info@ja-travel.com
[97560887](#)

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

CONFIRMER	
REMARKS	