

Application Procedures for Multiple Visa for Nationals of Russia

The following is an outline of application procedures for nationals of Russia who wish to apply for a multiple entry visa as a temporary visitor (period of stay: max. 30, visa validity: max. 3 years). 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 (D))

Nationals of Russia 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 for a stay of up to 30 days 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
(B)	Individual who has sufficient financial capacity
(C)	Spouse or children of the above (B)
(D)	Spouse or children of the above (B) and applying separately from the (B)

【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 × 2) ※How To Fill Out • Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant
☐	③ Photo (Original × 2) • 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 Flight information of traveller • The information should include passenger' name, flight details of round trip departing from and returning to Singapore (airport, flight number, date and time). • Purchase of the ticket is not required.
☐	⑦ Schedule of stay (Daily activities) ※How To Fill Out
☐	⑧ A letter of explanation stating the reason of applying for the multiple visa (Original)
Eligibility For ① ②	
☐	⑨ 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
☐	⑩ 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 ③	
☐	⑪ Current or old passport (Original and Photocopy) Shows Japanese temporary visitor visa and entry stamps in the last 3 years
Eligibility For ④ ⑤	
☐	⑫ Photocopy of Marriage/Birth certificate (to prove relationship between ② and applicant) Original language and English translation
☐	⑬ (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 ⑥	
☐	⑭ Valid passport of ② (Photocopy) A copy of passport of ② (pages of identification and the Japanese Multiple Temporary Visitor Visa)
☐	⑮ Identity card of ② Front and back photocopy of Identity card of ② (refer to ④)
☐	⑯ (If applicable) QR code reading of ② (for EP, SP, WP, DP, LTVP etc. issued with QR code) SGWorkPass Mobile App QR reading screenshot of ② (refer to ⑤)

If someone submit application on behalf of applicant	
☐	⑪ Letter of authorisation (Original) Only relative is allowed to submit on behalf. Please bring along the following documents: ▪ 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	