

## 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.

### Eligibility for Applicant

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:

- ① Individual who has travel record as temporary visitor to Japan in the last three years and has financial capacity to pay the travel expense
- ② Individual with sufficient financial capacity
- ③ Spouse or children of the individuals who are mentioned ② above

### 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 Travel Agent/Company Staff (other than direct family member)**

#### <CHECK LIST>

	①	②	③
Eligibility	Individual who has travel record as temporary visitor to Japan in the last three years and has financial capacity to pay the travel expense	Individual with sufficient financial capacity	Spouse or children of the individuals who are mentioned ②
<input type="checkbox"/>	A valid passport (Original)	A valid passport (Original)	A valid passport (Original)
	•MRP/e-passport in compliance with the ICAO standard only		
<input type="checkbox"/>	Visa application form (Original × 2)	Visa application form (Original × 2)	Visa application form (Original × 2)
	•Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant		
<input type="checkbox"/>	Photo(Original × 2)	Photo(Original × 2)	Photo(Original × 2)
	•Color photo,taken within 6 months •4.5cmx4.5cm or 3.5cmx4.5cm and affixed to application form (by glue only) •Full faced, front-facing with head straight, unedited, sharp with white/light background (no shadow or object shown in background) •Print out using normal A4 paper is not acceptable		
<input type="checkbox"/>	Identity card issued by Singapore Government (Photocopy)	Identity card issued by Singapore Government (Photocopy)	Identity card issued by Singapore Government (Photocopy)
	•Front and back photocopies of Singapore PR, Employment Pass (EP), S Pass (SP), Work Permit (WP), Student Pass, Dependent Pass or Long-Term Visit Pass, etc. •New pass card issued with QR code without variable employment information, please submit a front and back photocopy of the pass together with a clear print out of the SGWorkPass Mobile App which displays the latest pass information including the pass status, date of pass expiry/issue/renew/cancellation, occupation and name of employer (scanned within 5 days from application date) •If you are in the process of renewing your pass, please submit a photocopy of IPA(In-principle approval) letter issued by Singapore government.		
<input type="checkbox"/>	Certificate of Employment (Original) or Business Registration Profile from ACRA (Photocopy)	Certificate of Employment (Original) or Business Registration Profile from ACRA (Photocopy)	
	•Letter issued by employer within one month of application, including detailed information such as position, salary, date joined etc.. •Business Registration Profile issued within 3 months		

<input type="checkbox"/>	Income Tax Notice of Assessment OR Updated bank statement/bank passbook (Photocopy)	Income Tax Notice of Assessment OR Updated bank statement/bank passbook (Photocopy)	Documents to prove kinship [Marriage/Birth certificate] (Photocopy)
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Latest year notice issued by IRAS Singapore (with total yearly income indication)</li> <li>• Personal savings accounts showing the account holder's name, current balance and latest 1 month's banking transactions.</li> <li>• e-statement is acceptable. Please submit latest 2 months statements, and latest transaction history.</li> </ul>		Flight booking  • Reservation/tentative booking issued by airline/travel agent with passenger's name, booking number and flight details (showing round trip)
<input type="checkbox"/>	Flight booking	Flight booking	Schedule of stay(Daily activities)
<input type="checkbox"/>	• Reservation/tentative booking issued by airline/travel agent with passenger's name, booking number and flight details (showing round trip)	• Reservation/tentative booking issued by airline/travel agent with passenger's name, booking number and flight details (showing round trip)	A letter of explanation stating the reason of applying for the multiple visa
<input type="checkbox"/>	Schedule of stay(Daily activities)	Schedule of stay(Daily activities)	<b>If applying separately from the applicant ②</b>
<input type="checkbox"/>	A letter of explanation stating the reason of applying for the multiple visa	A letter of explanation stating the reason of applying for the multiple visa	A copy of passport of ② (pages of identification and the Japanese Multiple Temporary Visitor Visa)
<input type="checkbox"/>	Current or old passport (Original and Photocopy)		
	• Shows Japanese temporary visitor visa and entry stamps in the last three years		
<input type="checkbox"/>	<b>When application is made on behalf of applicant (travel agent, company representative etc.)</b>		
	Letter of authorisation (Original)		