

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.

Eligibility for Applicant

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:

- 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 (period of stay: up to 30days)
- ② Individual who has travel record as temporary visitor to Japan in the three years, and travel records as temporary visitor to G7 countries (except Japan) twice or more in the last three years (period of stay: up to 30days)
- ③ Individual with sufficient financial capacity
- ④ Spouse or children of the individuals who are mentioned ③ 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	④
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 who has travel record as temporary visitor to Japan and travel records as temporary visitor to G7 countries (except Japan) in the last three years	Individual with sufficient financial capacity	Spouse or children of the individuals who are mentioned ③
☐	A valid passport (Original)	A valid passport (Original)	A valid passport (Original)	A valid passport (Original)
	▪MRP/e-passport in compliance with the ICAO standard only			
☐	Visa application form (Original)	Visa application form (Original)	Visa application form (Original)	Visa application form (Original)
	▪Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant			
☐	Photo(Original)	Photo(Original)	Photo(Original)	Photo(Original)
	▪Color photo,taken within 6 months ▪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			

☐	Identity card issued by Singapore Government (Photocopy)	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), Dependent Pass or Long-Term Visit Pass, etc. • Digital Long-Term Passes should upload together with the QR code for verification purposes. • The 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 upload a copy of your IPA(In-principle approval) letter issued by Singapore government.			
☐	QR code reading print out	QR code reading print out	QR code reading print out	QR code reading print out
	• for Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass or Long-Term Visit Pass, etc. issued with QR code • A clear print out of the SGWorkPass Mobile App which displays the latest pass information (scanned within 5 days from application date)			
☐	A letter of explanation stating the reason of applying for the multiple visa (Original)	A letter of explanation stating the reason of applying for the multiple visa (Original)	A letter of explanation stating the reason of applying for the multiple visa (Original)	A letter of explanation stating the reason of applying for the multiple visa (Original)
☐	Certificate of Employment (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy)	Certificate of Employment (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy)	Certificate of Employment (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy)	Certificate of Employment (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy)
	• Letter issued by employer within one month of application, including detailed information such as position, salary, date of joined etc. • Business Registration Profile issued within 3 months			
☐	Current or old passport (Original and Photocopy)	Current or old passport (Original and Photocopy)	Income Tax Notice of assessment OR Updated bank statement/bank passbook (Photocopy)	Documents to prove kinship [Marriage/Birth certificate] (Photocopy)
☐	• Shows Japanese temporary visitor visa and entry stamps in the last three years	• Shows Japanese temporary visitor visa and entry stamps in the last three years • Shows temporary visitor visas and entry stamps of G7 countries (except Japan, twice or more) in the last three years	• Latest year notice issued by IRAS Singapore (with total yearly income indication) OR • 2 months Personal savings accounts showing the account holder's name, current balance and the banking transaction history.	If applying separately from the applicant ③ • A copy of passport of ③ (pages of identification and the Japanese Multiple Temporary Visitor Visa) • Identity Card front & back copy + (if applicable) SGWorkPass Mobile app QR reading screenshot
☐	Income Tax Notice of Assessment OR Updated bank statement/bank passbook (Photocopy)			Income Tax Notice of Assessment OR Updated bank statement/bank passbook (Photocopy) of ③
	• Latest year notice issued by IRAS Singapore (with total yearly income indication) OR • 2 months Personal savings accounts showing the account holder's name, current balance and the banking transaction history.			• Latest year notice issued by IRAS Singapore (with total yearly income indication) OR • 2 months Personal savings accounts showing the account holder's name, current balance and the banking transaction history.
☐	When application is made on behalf of applicant (travel agent, company representative etc.) Letter of authorisation (Original)			