



## **SINGAPORE VISA CHECKLIST**

- Visa application form (Form 14 A) duly filled i.e. Date, Sign, Occupation, Address as per passport, and hotel complete details with telephone number and pin code.
  1. Please write the name as per passport. Please write the country or state where the applicant is currently staying.
  2. No whitener marks or corrections should be done in the visa form or other documents.
  3. Forms with incorrect information/s and whitener marks will not be accepted
- Passport should be valid for 6 months at the time of application
- Two recent colour photographs undamaged, matt finish sized 35 mm x 45 mm with front view on a white background, without borders. The face should cover 80% of the photograph. Avoid wearing light colour shirt/ top in order to have better and clear picture. It is mandatory to write applicants name and passport number on back of photograph provided with the application
- Covering letter from the applicant stating purpose of visit
- Invitation Letter from your Family / Friends in Singapore with their NRIC No or Fin No. mentioned on the same.
- Invitation letter from the company in Singapore, if applied for business category.
- Passport copy of the Invitee
- Copy of Employment pass of the Invitee (if any)
- Confirmed return air ticket Please make sure that the return journey ticket for Singapore is ORIGINAL and it should be with proper connecting sector
- Clear Passport Copy First & Last Page
- If it is a Blank Passport, then financial documents are mandatory – Last 6 months bank statement

### **Note**

Processing time for Singapore visa is 3 working days and it may get delayed if the applicant's detail goes for screening at the Singapore Immigrations and Checkpoints Authority.

For emergency cases like medical treatment/sudden death, prior approval for online submission has to be taken from the consulate of Singapore. We also have to send the scanned copy of proof of incident

Validity of the E - Visa is always 5 weeks, 3 months, 1 year or 2 years. If due to system error at the Immigration, the validity is 1 day or 10 days then the Consulate has to be informed immediately

- Important detail to be filled in Visa Application Form

- \* Please refer the below items in page two of the application form, especially in “d” row. If the applicant has travelled to Singapore in his previous/old passport or he has changed in surname or given name and had travelled previously with that passport, then you need tick yes and write the details.

**PART III – ANTECEDENT OF APPLICANT**

(a) Have you ever been refused entry into or deported from any country, including Singapore? Yes No

(b) Have you ever been convicted in a court of law in any country, including Singapore? Yes No

(c) Have you ever been prohibited from entering Singapore? Yes No

(d) Have you ever entered Singapore using a different passport or name? Yes No