

Work or Long-Term Stay Visa (with Certificate of Eligibility)

Foreigner wishing to enter Japan for **long-term stay (exceeding 90 days) or for activities other than those permitted under the status of a Temporary Visitor**, will require either a **Diplomatic visa, Official visa, Working visa, General visa, or Specified visa**. These are mostly long-term visas for purposes of **employment, education, training and long-term residence**.

When applying for a visa for the above-mentioned activities, a **Certificate of Eligibility (COE)** must be obtained before the actual visa application process can commence. A COE is an official document issued (before visa application) by the immigration authority in Japan as evidence that a foreigner fulfils various conditions of the Immigration Control Act, including those certifying that the activity in which the foreigner wishes to engage in Japan is valid and comes under a status of residence (excluding Temporary Visitor Status).

Application for work or long-term visa is a **2-step process**:

1. A proxy in Japan (i.e. organisation that hires/represents the foreigner) applies for a COE at a regional immigration office in Japan. Once the application for COE is approved, the immigration authority issues a COE to the proxy. The proxy posts the original COE to the foreigner in his/her home country.
2. The foreigner receives the original COE and proceed to apply for a work or long-term visa with the following documents (listed under "**DOCUMENTS TO BE SUBMITTED BY APPLICANT**") at the Embassy/Consulate General of Japan in his/her country or region.

For detailed information on the procedure and documentation required for COE application, please inquire directly with a regional immigration office in Japan. The following are useful links:

- [List of regional immigration offices in Japan](#)
- [Application for a Certificate of Eligibility](#)

Please note that an embassy or consulate will not be able to issue a visa in certain circumstances even if a foreigner possessed a Certificate of Eligibility - for example, if there has been a change in the situation since the issue of the certificate (such as the company that was planning to hire the foreigner has decided not to do so because of business difficulties) or if it becomes evident that the documents submitted to obtain the certificate were false.

Other information:

- [Changes to the Basic Resident Registration Law -Foreign residents will be subject to the Basic Resident Registration Law-](#)
- [Persons who leave Japan and wish to re-enter Japan](#)

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
- The Embassy reserves the rights to request for other **additional documents** whenever it deems necessary.
- A **Letter of Authorization** is necessary when the application is made on behalf by **Travel Agent/Company Staff/Friend** (other than direct family member)

	Documents to be submitted by applicant	✓
1	A valid passport (Original) <ul style="list-style-type: none"> • with 2 blank visa pages 	
2	Visa application form (Original) [SAMPLE] <ul style="list-style-type: none"> • one for each applicant (included minor/child). • form must be completed (fill in 'N/A' where appropriate) dated and signed by applicant (for minors who are unable to sign, <u>a parent may sign on his/her behalf</u>). <p>Notes: Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), are required to furnish 2 sets of ORIGINAL application forms.</p>	
3	Recent color photo taken within 6 months (Original) <ul style="list-style-type: none"> • 4.5cmx4.5cm or 3.5cmx4.5cm and affixed to application form (by <u>glue</u> only) • full faced, front-facing with head straight, unedited, sharp with white/light background (<u>no</u> shadow or object shown in background) • print out using normal A4 paper is <u>not</u> acceptable <p>Notes: Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), are required to furnish 2 same ORIGINAL photos.</p>	
4	Certificate of Eligibility (Original and Photocopy) <ul style="list-style-type: none"> • Please produce the original <u>and</u> a photocopy of the certificate. 	
5	Identity card issued by Singapore Government (Photocopy) <ul style="list-style-type: none"> • <u>Front and back photocopies</u> of Singapore I.C., PR I.C., Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass, Student Pass or Long-Term Visit Pass, etc. • NS personnel should submit a photocopy of their SAF 11B • PR below 15 years of age not in possession of an identity card may submit a photocopy of the <u>re-entry Permit Form 7</u> instead. • <u>New pass card</u> issued with <u>QR code</u> without variable employment information, please submit a <u>front and back photocopy of the pass</u> together with a <u>clear print out of the SGWorkPass Mobile App</u> which displays the latest pass information including the pass status, date of pass expiry/issue/renew/cancellation, occupation and name of employer (scanned within <u>5 days</u> from application date) [SAMPLE] • photocopies of the card must be <u>CLEAR to read, NOT reduced in size and without missing information</u> 	
6	Letter of authorization (Original) [SAMPLE] <ul style="list-style-type: none"> • when application is made on behalf by a proxy 	

[SAMPLE] Form/Format

1. [Visa Application Form](#)
2. [SGWorkPass Mobile App \(Sample print out\)](#)
3. [Letter of authorization](#)

Useful Link:

1. [SGWorkPass Mobile App](#)