

Singapore Visa Documents Required

1. Documents Required (Level II)

- Validity of Passport – At least 6 months & Valid entry visa to the next destination
- Complete fill out application form (Form 14A)
- **Original and Photocopy of Passport (Every Stamp Pages)*******
- **Original and Photocopy of Work Permit (if applicable)**
- Photocopy of Residence / Red book / Spouse's ID / Marriage Certificate (if applicable)
- Letter of Introduction (LOI) Form V39A (required)
- Photocopy of Sponsor's Identity Card (required)
- Letter from Employer / School (if applicable)
- Photocopy of Student's ID (if applicable)
- Photocopy of Parents' s Passport (Under 18 years old)
- **Photocopy of Airline & Hotel Booking or Cruise or Tour Itineraries (necessaries)**
- 1 recent photograph 2 inch size (Only paint White Background & Show Eyebrow)
- Submit Visa 09:00 am – 17:00 pm. / Collect Passport 16:30 pm – 17:30 pm.

* We do not accept an application and all documents by post or e-mail to avoid any lost or stolen. *

* Please submit all Documents in person or assign someone come to apply on your behalf *

2. Processing Fees

- The standard visa processing fee = **Bht.760.- (SGD.30.-)**
- The service fee of charged = **Bht.500.-**

A processing fee of \$30 SGD per visa application will be collected at the time of submission. The fee collected is **non-refundable** regardless of the outcome of the application or if you withdraw the application after submission.

3. Processing Time

(b) Assessment Level II Countries: 5 working days (excluding the day of submission). However, some applications may take longer if further verification is required.

Immigration & Checkpoints Authority website : www.ica.gov.sg

VISA NO GUARANTEE : Possession of a visa does not entitle a foreigner to enter Singapore automatically. The grant of a visit pass to foreign visitor is determined by the Immigration & Checkpoints Authority (ICA) at the Singapore checkpoints and each case is considered on its own merits.

Noted : For Business Activities You must notify **Ministry of Manpower** (MOM).
For more information, please go to this link : <http://www.mom.gov.sg/passes-and-permits>



(DOCUMENTATION CHECK-LIST FOR APPLICANT)

(FOR NATIONALS OF ASSESSMENT **LEVEL II COUNTRIES**)

Name of Applicant: _____ Nationality: _____

Before submission, kindly go through the list of items below to ensure that you have fully completed and furnished the necessary documents and tick (✓) accordingly.

The following basic documents are required for all types of visa applications

- Original and Photocopy of the applicant's passport valid –at least 6 months
- Original and Photocopy of work permit
- Form 14A and V-39A
- 1 recent passport-sized color photographs paint white background

The following additional documents are required to be submitted with the type of application as indicated below:

(a) For Business Visit

- ACRA print-out
- Sponsor's LOI and Identity Card (photocopy)
- LOI from Employer

(b) For Social Visit

- Photocopy of Air Ticket
- Photocopy of Hotel Booking
- LOI from School & Student's ID

(c) For Medical Treatment

- LOI and ID card form the hospital stating the purpose of visa application and the applicant's medical condition.

Remarks: _____

AVA (Holiday Tours & Travel (Thailand) Ltd.) collect passport.

AVA (Holiday Tours & Travel (Thailand) Ltd.) return passport.

Applicant Acknowledgement Signature

Date

Officer Acknowledgement Signature

Date