EXPLANATORY NOTES FOR APPLICATION OF A VISIT PASS

Foreigners who are in Singapore for <u>short-term</u> visit or medical treatment and require longer stay may submit their applications for consideration.

Important Note:

- **Photograph** is required for applications of Visit Pass with total validity of 6 months or more. One recent passport-sized colour photograph which meets the following requirements to be attached on the Form 14:
    - The photograph must be taken within the last 3 months;
    - The photograph should be in colour, taken against a white background with a matt or semi-matt finish;
    - The photograph must show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features);

- **Medical check-up** is required for all applications of Visit Pass with validity of 6 months or more. This is a requirement of the Ministry of Health (MOH). The applicant will be informed of the need to go for a medical examination at the time of the approval of the application.
(Medical examination is not applicable to applicants who are <u>below</u> 15 years old.)

- **A local sponsor** (i.e. a Singapore-registered corporation / Singapore Citizen / Singapore Permanent Resident who is above 21 years old) must support applications for extension of Visit Passes (applicable to non-Malaysians).
<u>The local sponsor is required to be present with the applicant.</u>

- Complete set of Application Form(s) consisting of Form 14 for Malaysians, and Form 14 & Form V39I for non-Malaysians.
Every applicant (including children) has to complete a set of these forms.

- ICA may share your personal information with other Government agencies to process any applications you have made or to render you a service, to serve you in a most efficient and effective way, unless such sharing is prohibited by legislation.

1 Forms and Documents to be Produced:

VISIT PASS (for short-term stay) – ONLINE SUBMISSION

Applicants who require short-term extension of stay (**up to 89 days)** are encouraged to apply online via e-XTEND***** on ICA website at www.ica.gov.sg for the following benefits:

(i)   No local sponsor
(ii) No trip to ICA
(iii) No physical endorsement in passport

*terms and conditions for online applications apply

VISIT PASS (for short-term stay) – COUNTER SUBMISSION

A. <u>Visitor on Short-Term Visit</u>

(i)   Completed Application Form(s);
(ii) Applicant's valid Travel Document/Passport;
(iii) Onward / return flight ticket (*for applicant other than Malaysian*);
(iv) Sponsor's Identity Card (NRIC);
(v) Sponsor's presence is required.
(*The original & photocopies of the above documents are required.*)

B. <u>Visitor Seeking Medical Treatment</u>

(i)   Completed Application Form(s);
(ii) Form V75 (In the absence of Form V75, a letter from a registered doctor in Singapore stating brief details of the illness and period of extension required for the treatment);
(iii) Applicant's valid Travel Document/Passport;
(iv) Sponsor's Identity Card (NRIC).
(*The original & photocopies of the above documents are required.*)

Note: Applicants who are seeking medical treatment of serious illness in Singapore and/or are physically immobile may submit their applications by proxy.

VISIT PASS (for long-term stay)

C. <u>Female Visitor with Child / Grandchild Studying in Singapore on a Student's Pass</u>

(i)   Completed Application Form(s) and Appendix (VP);
(ii) *If applicant is the <u>grandmother</u>:* Grandchild's and grandchild's parents' Birth Certificates, grandchild's Passport, Student's Pass card and Disembarkation/Embarkation card;
(iii) *If applicant is the <u>mother</u>:* Child's Birth Certificate, Child's Passport, Student's Pass card and Disembarkation/Embarkation card;
(iv) Applicant's Marriage Certificate; if the applicant is <u>divorced</u>, the applicant's Divorce Certificate and Custody Paper of the child;
(v) Applicant's valid Travel Document/Passport;
(vi) Sponsor's Identity card (NRIC).
(*The original & photocopies of the above documents are required.*)

Note: If the mother is granted the permission to remain in Singapore with the child, then the grandmother will <u>not</u> be eligible for the pass and vice versa.

Application <u>must</u> be submitted online via ICA's, *e-VP*.
(https://ltpass.ica.gov.sg/eltsvp/main.do)

D. <u>Visitor Seeking Permission to Deliver a Child in Singapore (with up to 3 months validity)</u>

(i)   Completed Application Form(s), Form V107 and Appendix (VP);
(ii) Applicant's Marriage Certificate;
(iii) A letter from a registered doctor stating applicant's expected date of delivery (EDD) and whether there is any complication to the pregnancy;
(iv) A letter from the Embassy or High Commission of applicant's country, stating that her new-born child will adopt the parent's nationality and a valid Travel Document of that country will be issued to the new-born child;
(v) Applicant's valid Travel Document/Passport;
(vi) Sponsor's Identity card (NRIC).
(*The original & photocopies of the above documents are required.*)

Note: A Security Deposit (SD) of between S$1000 to S$3000 may be required for approved applications. The payment for the SD may be in the form of <u>NETS</u> or <u>Cashier's Order</u>. The SD will be refunded after it has been confirmed that both the mother and child have left Singapore and there is no breach of any of the conditions stated in the security bond.
Processing time for refund is <u>4 weeks</u> after receiving of required documents.

Application <u>must</u> be submitted online via ICA's, *e-VP*.
(https://ltpass.ica.gov.sg/eltsvp/main.do)

E. <u>Visitor whose Spouse is a Singapore Citizen (SC) or Permanent Resident (SPR)</u>

(i)   Completed Application Form(s), Form V234 and Appendix (VP);
(ii)   Applicant's Marriage Certificate;
(iii) If applicant is <u>pregnant</u>, a letter from a registered doctor stating applicant's expected date of delivery (EDD) and a copy of duly completed Form V107 is required;
(iv) Children's Birth Certificates, if any;
(v)   Sponsor's Identity Card (NRIC);
(vi) Sponsor and Applicant's highest Educational Certificate;
(vii) Sponsor's Letter of Employment (dated within <u>one</u> month of application submission) stating date of commencement, designation and salary per month [for self-employed: sponsor's valid Business Registration Certificate from the Accounting and Corporate Regulatory Authority (ACRA) and Company's Profit & Loss Statement for the <u>last 12 months</u>];
(viii) Sponsor's monthly CPF contribution history for the last <u>12 months</u>;
(x)   Sponsor's and Applicant's Divorce Certificate(s) (if any):
(xi) Applicant's valid Travel Document/Passport;
(*The original & photocopies of the above documents are required.*)

Note: From 1 April 2012, foreign spouses of Singapore Citizens (SCs) may be issued with the LTVP+. The LTVP+ will provide them with greater certainty of stay here by granting the holder a longer period of residency. LTVP+ holders will be eligible for healthcare and employment benefits.

There is no separate application for LTVP+. Foreign spouses of SCs who submit applications for LTVP will be automatically considered for LTVP+, if they are eligible. All applications for a Visit Pass is assessed based on their own merits and are subject to approval.

Application has to be sponsored by the SC/SPR <u>spouse</u>, and <u>must</u> be submitted online via ICA's, *e-VP*. (https://ltpass.ica.gov.sg/eltsvp/main.do)

For more information on the LTVP+ scheme, you may refer to the *FAQ*.
(http://www.ifaq.gov.sg/ica/apps/fcd_faqmain.aspx)

Please note that marriage to a Singapore Citizen (SC) or a Singapore Permanent Resident (SPR) does not automatically qualify a foreigner for long-term stay in Singapore. Each application will be assessed on its own merits.

F. Visitor (unmarried below 21 years old) whose Parents are Singapore Citizens (SCs) or Permanent Residents (SPRs)

(i) Completed Application Form(s) and Appendix (VP);
(ii) Applicant's Birth Certificate;
(iii) Sponsor's Marriage Certificate; if the sponsor is divorced, the sponsor's Divorce Certificate and Custody Paper; if the sponsor is widowed, the spouse's Death Certificate;
(iv) Parents' Identity card (NRIC);
(v) If only one of the parents is a SC / SPR;
   - Sponsor's monthly CPF Contribution History for the last 12 months;
   - Sponsor's Letter of Employment (dated within one month of application submission) stating date of commencement, designation and salary per month [for self-employed: sponsor's valid Business Registration Certificate from the Accounting and Corporate Regulatory Authority (ACRA) and Company's Profit & Loss Statement for the last 12 months];
   - Sponsor's highest Educational Certificate;
(vi) Applicant's valid Travel Document/ Passport.
(The original and photocopies of the above documents are required)

Note: Applicable only to unmarried applicant below 21 years old and must be sponsored by the parent. Application must be submitted online via ICA's, *e-VP*. (https://ltpass.ica.gov.sg/eltsvp/main.do)

G. Visitor whose Child (above the age of 21 years old) is a Singapore Citizen (SC) or Permanent Resident (SPR)

(i) Completed Application Form(s) and Appendix (VP);
(ii) Sponsor's Birth Certificate;
(iii) Sponsor's Identity Card (NRIC);
(iv) Sponsor's Marriage Certificate;
(v) Applicant's valid Travel Document;
(vi) Sponsor's highest Educational Certificate;
(vii) Sponsor and spouse's Letter of Employment (dated within one month of application submission) stating date of commencement, designation and salary per month [for self-employed: sponsor's valid Business Registration Certificate from the Accounting and Corporate Regulatory Authority (ACRA) and Company's Profit & Loss Statement for the last 12 months];
(viii) Sponsor & spouse's monthly CPF contribution history for the last 12 months.
(The original and photocopies of the above documents are required.)

Note: Application must be sponsored by the child above the age of 21 years old. Application must be submitted online via ICA's, *e-VP*. (https://ltpass.ica.gov.sg/eltsvp/main.do)

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2 Other Requirements:

(i) **Local sponsor** is required to be present for the submission of all necessary documents for the application of Long-Term Visit Pass. **Incomplete submission of documents will result in non-acceptance of the application at the counter.**
(ii) The applicant and/or sponsor may be required to furnish additional documents and information, if necessary. Official translations of the documents are required if they are not in the English language.
(iii) If the application is subsequently approved, local sponsor/ applicant will receive an In-Principle Approval letter that is valid for **2 months** from the date of the letter.

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3 Security Deposit:

The local sponsor may be required to furnish a security deposit (SD) for each applicant. The SD should be in the form of a Banker's Guarantee, Cashier's Order or NETS.

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4 Fees:

The fee is S$40 for any extension of Visit Pass for a period of 3 months or more from the date of entry / issue and for every subsequent extension for a period of 3 months or more.

For **online** submission, payment accepted is as follows:
(i) VISA Credit/Debit Card; or
(ii) MasterCard Credit/Debit Card; or
(iii) American Express Card (AMEX); or
(iv) Internet Banking (Citibank, DBS/POSB or UOB)

For **counter** application, payment accepted is as follows:
(i) Nets
(ii) Cash Card

S$30 Processing Fee	For the application of Long-Term Visit Pass, a processing fee of S$30 per 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.
S$40 Extension Fee	For the application of Long-Term Visit Pass to be successfully submitted, please note that applicant must have a minimum valid stay of 10 days. An extension fee of S$40 is applicable when the current valid pass is accumulating to a period of 3 months or more from the date of entry/issuance of pass. (This fee is chargeable for every subsequent extension of stay accumulating to 3 months or more.)
S$60 Issuance Fee	For the Long-Term Visit Pass to be issued, an issuance fee of S$60 will be applicable. The payment is to be made within **14 days** from the date of In-Principal of Approval. Failure to do so will result in an auto-withdrawal of the application.

If **visa** is required, an additional fee of S$30 (Multiple Journey Visa) is charged separately.

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5 Peak Periods:

You may wish to avoid our peak periods which include Mondays and Fridays (from 1100hrs to 1400hrs), Saturdays and Pre/Post public holiday periods.
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6 Processing time:

For all **new** and **renewal** applications submitted online and via our counters, the processing time is up to **6 weeks**.
For **online** application, applicant / local sponsor may enquire the outcome online via e-VP's Status Enquiry.
(https://ltpass.ica.gov.sg/eltsvp/enquiryLogin.do)
For **counter** application, the local sponsor will be notified of the outcome by post.
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7 Completion of Formalities and Issuance of Long-Term Visit Pass:

Applicant must be present for the completion of formalities; however, the local sponsor's presence is subjected to our officers' request. Please ensure to bring along all the documents stated in the Approval Notice.

With effect from **1 April 2009**, all completion of formalities is strictly by appointment. Please use our e-Appointment facility to select the preferred date and time. (https://eappointment.ica.gov.sg/ibook/index.do)

On the date of the appointment, proceed to the Self-Service Ticketing Kiosk located at Visitor Services Centre (VSC), 4th Storey of ICA Building to obtain a queue ticket. The applicant is advised to be punctual for the appointment.

Prior to the collection of Long-Term Visit Pass, applicant has to acknowledge the Terms & Conditions of Issue of Long-Term Visit Pass (LTVP) Card.

Information and application forms are available at ICA website at www.ica.gov.sg
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