



LIST OF REQUIREMENTS

Submitting by mail:

- 1) 14-A Visa Application Form (attached);
- 2) Notarized copy of Passport valid for 6 months from date of entry in Singapore;
- 3) Notarized copy of US Permanent Resident Card or valid US Visa;
- 4) 2 Passport-sized photo;
- 5) Money Order/Cashier's check in the amount of \$78, payable to VFS Services, USA;
- 6) Confirmed Travel Itinerary showing customer's name in bookings made; and
- 7) Proof of accommodation for the duration of stay:
 - a) Hotel accommodation; or
 - b) Duly -filled 39A form/Letter of Introduction from SG National/Permanent Resident if staying with friends and relatives. Host that holds a student/employment pass is not authorized to fill-out forms.
 - c) Copy of both sides of host's ID,

***Processing times for mail-in applications will be processed within 15 business days.**

Submitting by person:

- 1) 14-A Visa Application Form
- 2) Original and copy of Passport valid for 6 months from date of entry in Singapore;
- 3) Original and copy of US Permanent Resident Card or valid US Visa;
- 4) 2 Passport-sized photo;
- 5) Appointment Confirmation showing the payment of \$78 or other Value Added fees. If unable to secure an appointment, walk-ins are welcome for an additional of \$50
- 6) Confirmed Travel Itinerary showing customer's name in bookings made; and
- 7) Proof of accommodation for the duration stay;

For customers travelling for business, he/she should provide the following additional documents:

- 1) 39-V form/Letter of Introduction should be duly- filled by Local Singapore registered business entity; **Digital signatures on the form will not be accepted.**
- 2) If attending a Conference, Invitation letter from Conference organizers may also be accepted. **Digital signatures on the form will not be accepted.**