White Collar Travel

Your journey, planned end-to-end

VISA APPLICATION GUIDE

Singapore — Tourist Visa
Generated: 23 Nov 2026

Processing time: 2 - 5 Working Days	**Validity:** Upto 2 Years	**Entry type:** Multiple

Singapore Visa Description A Singapore Visa is an official travel authorization that permits eligible foreign nationals to enter Singapore for purposes such as tourism, business, social visits, medical treatment, or transit. The visa is generally issued as an electronic visa (e-Visa) and is subject to the approval of the Immigration & Checkpoints Authority (ICA) of Singapore. Applicants may be required to submit a valid passport, recent photograph, completed visa application form, proof of travel arrangements, accommodation details, and other supporting documents depending on the purpose of the visit. Having a valid visa does not guarantee entry, as admission is determined by immigration authorities upon arrival. Visa validity, entry type (single or multiple entry), and permitted stay duration vary based on the applicant's nationality and the visa issued. Visitors must comply with all Singapore immigration regulations and ensure they do not exceed their authorized stay period. 🌎 Jurisdiction List for Singapore 📍 Delhi Jurisdiction : Arunachal Pradesh, Assam, Haryana, Himachal Pradesh, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Rajasthan, Sikkim, Tripura, Uttar Pradesh, Uttarakhand, Bihar, West Bengal, Jharkhand. 📍 Mumbai Jurisdiction : Maharashtra, Gujarat, Madhya Pradesh, Goa, Odisha, Chhattisgarh. 📍 Chennai Jurisdiction : Tamil Nadu, Karnataka, Andhra Pradesh, Telangana, Kerala, Andaman & Nicobar Islands. Visa Booking Policy & Visa Rejection Policy 🛫 Visa Booking Policy 📝 Application Process ✅ Customers must provide accurate and complete information as per visa application requirements. 📋 The agency will provide a checklist and assist in form completion. 🗓️ Applications must be submitted at least 45 days before travel (or as per consulate processing times). 📄 Document Submission 📂 All documents, including passport copies, photographs, and supporting evidence , must be authentic . 🛂 Original passports must be submitted if required by the embassy. 💳 Payment Terms 💰 Full payment is required before submission. ❌ Payments are non-refundable unless stated otherwise. ⏳ Processing Time ⏱️ Visa processing time varies by embassy/consulate . ⚠️ The agency is not responsible for delays caused by external authorities. 🕒 Customers should apply early to avoid last-minute issues. 🛑 Approval & Rejection 🔍 Visa approval is solely at the discretion of the embassy/consulate . ❌ If a visa is rejected , the agency can provide guidance for reapplication , but no refund will be given. 🚫 Cancellation Policy 🔹 If a visa application is cancelled after submission , no refund will be issued. 🔹 The agency is not responsible for rejections due to incomplete or incorrect documentation. 🔒 Privacy & Confidentiality 🔹 All personal information and documents are kept confidential . 🔹 The agency does not share customer data except as required by embassies/consulates. ⚡ Emergency Cases 🚀 Expedited services are available for an extra fee (subject to embassy approval). 📢 The agency will prioritize urgent cases, but timelines cannot be guaranteed . 📢 Communication 📩 Customers will receive regular updates on their visa status. 📞 It is the customer's responsibility to respond promptly to any document requests from the agency or embassy. ❌ Visa Rejection Policy 🛂 Application Support 🔹 White Collar Tours and Travels assists with visa applications but does not guarantee visa approval. 📄 Rejection Notice 📢 If a visa is rejected , the applicant will receive an official rejection letter from the embassy/consulate stating the reasons. 💰 Refund Policy ❌ Visa service fees are non-refundable . 🏥 Refunds on flights/hotels depend on individual provider policies . 🔄 Reapplication Assistance 🔹 Customers may reapply after addressing rejection reasons. 🔹 The agency offers reapplication support (document review, consultation) at an additional fee . 🏛️ Appeal & Additional Support 📜 If applicable, the agency can assist with a visa appeal , subject to extra charges . ⚖️ Limitations of Liability ⚠️ The agency is not responsible for losses, delays, or issues caused by visa rejection. 📝 It is the traveller's responsibility to ensure documents meet embassy requirements. ⚠️ Disclaimer 🔹 The agency acts as a facilitator and is not responsible for consulate decisions. 🔹 Embassies reserve the right to request additional documents, conduct interviews, or delay processing. 📌 Plan Ahead & Ensure All Documents Are in Order for a Hassle-Free Visa Process! 🛫

Documents Required

- Complete Filled Application Form

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- Original valid passport with at least 6-month validity from the date of departure.
- Fresh, unused photos (3.5 X 4.5 inches), 80% face visible, white background (ears visible), matte finish paper.
- Original updated *personal bank statement for the last 3 months* with bank seal and authorized signature.
- Land arrangement details from a Singapore tour operator with a scanned copy of the itinerary.
- Covering Letter addressed to "The Visa Officer, Singapore High Commission," mentioning the duration, purpose of visit, and expenses clause.
- Flight & Hotel Confirmation
- Mobile number and email ID of the applicant.
- Original Company NOC with stamp and signature.
- Payslips of the last 3 months.
- Cover letter on company letterhead with stamp and signature.
- Supporting documents like company memo, partnership deed, establishment license, etc.
- Leave letter/report card issued by the school. (For Students)
- School ID. (For Students)

Fee Breakdown

Description	Amount (INR)
Embassy fee	3,870
Service fee	1,500
GST	270
Total (per applicant)	**5,640**