



Prepared by Kolkata Holidays Visa Desk | +91 98301 73282 | info@kolkataholidays.co.in

A practical document guide prepared by Kolkata Holidays. Use this checklist before submitting your application.

Processing time:	5-7 working days
Starting price:	INR 3,500
Purpose:	A Singapore entry visa permits eligible visitors to seek entry for approved short-term purposes.
Important information:	A visa is not an immigration pass. Final entry and permitted stay are decided by Singapore immigration officers at the checkpoint.

DOCUMENT CHECKLIST

- ☐ Passport valid for the required period
- ☐ Two recent photographs as per specifications
- ☐ Completed visa application form
- ☐ Last six months bank statements
- ☐ Flight reservation and return itinerary
- ☐ Hotel booking or invitation letter
- ☐ Travel insurance, where required
- ☐ Cover letter and employment documents

BASIC REQUIREMENTS

- ☐ Original passport with sufficient validity
- ☐ Recent passport-size photograph
- ☐ Recent bank statement or financial proof
- ☐ Confirmed or reserved flight itinerary
- ☐ Hotel reservation or host address
- ☐ Signed cover letter explaining the trip
- ☐ Employment or business documents

PASSPORT REQUIREMENTS

Minimum validity:	At least 6 months from arrival
Blank pages required:	At least 1 blank page
Passport condition:	Original passport with intact laminate and readable details



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PHOTOGRAPH REQUIREMENTS

Photo size:	35 mm x 45 mm
Background colour:	Plain white background
Face percentage:	Face should occupy 70-80% of the image
Resolution:	High resolution, taken within 3 months
File size:	Up to 2 MB
Format:	JPEG

VISA TYPES AND PROCESSING

Tourist Visa:	Processing: 5-10 working days Validity: Usually 60-90 days from issue Stay: Up to 30-60 days per visit Entry: Single or multiple entry Fee: INR 3,500
Business Visa:	Processing: 7-12 working days Validity: Usually 90 days to 1 year Stay: Up to 30-90 days per visit Entry: Single or multiple entry Fee: INR 5,500
Student Visa:	Processing: 10-20 working days Validity: For the course duration Stay: As approved by the institution Entry: Multiple entry Fee: INR 8,500
Transit Visa:	Processing: 3-7 working days Validity: Usually 15-30 days Stay: 24-96 hours Entry: Single entry Fee: INR 2,000
Medical Visa:	Processing: 7-15 working days Validity: Usually 60-180 days Stay: As approved for treatment Entry: Single or multiple entry Fee: INR 6,000
Conference Visa:	Processing: 5-10 working days Validity: Usually 30-90 days Stay: Up to 30 days Entry: Single entry Fee: INR 4,500

EMBASSY AND CONSULATE

Embassy:	High Commission of the Republic of Singapore EP-13, Chandragupta Marg, Chanakyaपुरi New Delhi 110021
Consulate:	Consulate-General of Singapore 11B, Shakespeare Sarani, Kolkata 700071
Working hours:	Monday-Friday, 9:00 AM-1:00 PM
Contact:	Phone: +91 11 4600 0800 Email: singhc_del@mfa.sg

Important: Visa rules, fees and processing times can change. Confirm the latest requirements with the relevant embassy before submission. Kolkata Holidays provides guidance and application support; approval is decided by the relevant authority.