<<Only for those requiring entry visas to Japan>>

## VISA INFORMATION FORM - IGTC 2015 Conference

All citizens who are required to apply for visas to enter Japan must apply in person at the Japanese Embassy or Consulate in their country. This form is not a visa application, however, in order to produce the necessary documents for your application, the Japan Office MUST receive the following COMPLETE information . <u>Without this COMPLETE information, it will NOT be possible to apply for your visa</u>. In order for support documents to be issued in time for you to apply for your visa BEFORE the Conference, it is IMPERATIVE that this form is returned to the Japan Office at the address below AS SOON AS POSSIBLE. Please keep in mind that it can take MORE THAN ONE MONTH for your visa to be processed.

IGTC 2015 Executive Committee Office email: igtc2015-office@e-side.co.jp FAX: +81-3-6435-8790

PLEASE COMPLETE BOTH (2) PAGES OF THE FORM

Please fill out in ENGLISH (and Chinese Characters if applicable) Your name should be spelled<u>exactly</u> as it appears in your passport.

1. PASSPORT	NAME:							
Fami	ily Name	Middle Initial		First Name				
	inese Characters:			)				
( ) Prof. ( )	Dr. ( ) Mr. ( )	Ms. Position:		Sex: ( ) Male ( ) Female				
2. DATE OF BII	RTH: yr	mth day		Age: yrs				
3. NATIONAI	LITY		4. EMAIL:					
5. PRESENT 2	ADDRESS:							
OFFICE								
			Affiliation					
-			Street					
	City		Postal Code	County				
	TEL: (Include con	untry and area codes)	FAX	FAX: (Include country and area codes)				
HOME								
mont			Street					
	TEL: (Include con	untry and area codes)	FAX	(Include country and area codes)				
* MAIL s	should be sent to OF	FFICE () HOM	l() (Choose	one)				
6. PASSPORT				A.				
	Passport Numl	ber:	Date	e of Issue:				
	Place of Issue:		Date	of Expiration:				

7. ITINERARY: \*Please write your flight schedule as precisely as possible.

Flight											
Date		Airports From To			Fl	Flight Number & Depart/Arrival Time					
(EXAM	EXAMPLE) 2015/11/14		PEK	$\rightarrow$	HND		CA181		8:45	/ 12:50	_
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				$\rightarrow$		-				/	
Depa	arture			$\rightarrow$ $\rightarrow$						/	
				$\rightarrow$						/	
				$\rightarrow$						/	
				$\rightarrow$						/	_
Period of St	tay	( ) E	Definite Sche	dule	() Tentative Sci	hedul	e				
Fi	rom	yr	mth	1	day to	yr	mth		day	(	days)
	According				bmit a detailed sch eduled activities in			y in Ja	apan.		
	Dat	e			Itinerary			Place	e of Stay	/Tel.	-
(EXAMPLE) 2015/11/14 2015/11/15-20 2015/11/21			Arrive at T	Arrive at Tokyo International Airport				Hotel Okura Tokyo			_
				Attend IGTC 2015 Depart from Tokyo International Airport				Tel. +81-3-3582-0111			
	201.	5/11/21	-		have scheduled meeting	-	its etc., prior to	or fol	lowing		
			the event p	eriod,	please provide detail					s, tel.)	
			and accom	modat	ion (name and tel.)						_
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