

# VISA INFORMATION FORM

Those who need a visa to enter Japan must apply for it in person at the Japanese Embassy or Consulate in their own country. Please visit the page of Ministry of Foreign Affairs of Japan ([https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html)) for updated information on visas. **This form is not a visa application form, but information you provide will be used for us to prepare the supporting documents you need to apply for a visa.** All the following information are mandatory. Please fill out this form, and return it to 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.

Note that we will not make any documents for private traveling.

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Please fill out the form below in ENGLISH (and also Chinese Characters, if applicable).  
Your name should be spelled **exactly** as it appears in your passport.

1. FULL NAME:		
----- <i>Family Name(姓)</i>	----- <i>Middle Initial</i>	----- <i>First Name(名)</i>
(Chinese Characters: ----- )		
姓	名	
<input type="checkbox"/> Prof.	<input type="checkbox"/> Dr.	<input type="checkbox"/> Mr.
	<input type="checkbox"/> Ms.	SEX : <input type="checkbox"/> Male <input type="checkbox"/> Female
2. DATE OF BIRTH: YYYY / MM / DD		Age: yrs.
3. NATIONALITY		4. Occupation
5. Mailing address:		
OFFICE -----		
<i>Affiliation</i>		
-----		
<i>Street</i>		
-----		
<i>City</i>	<i>Postal Code</i>	<i>Country</i>
-----		-----
<i>TEL: (Include country and area codes)</i>		<i>FAX: (Include country and area codes)</i>
-----		
<i>E-mail</i>		
6. Location where you apply for the visa (please specify name of embassy/consulate):		
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7. PASSPORT INFORMATION:		
Passport Number: .....		Date of Issue: .....
Place of Issue: .....		Date of Expiration: .....

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

Flight	Date	Airports	Flight Number
Arrival		<i>From</i> → <i>To</i>	
		→	
		→	
Departure		<i>From</i> → <i>To</i>	
		→	
		→	

Period of Stay ( Definite Schedule       Tentative Schedule)

From \_\_\_\_ year/ \_\_\_\_ month/ \_\_\_\_ day to \_\_\_\_ year/ \_\_\_\_ month/ \_\_\_\_ day ( \_\_\_\_ days)

**Schedule** The Foreign Ministry requires that we submit a DETAILED schedule of your stay in Japan. Please enter all of your scheduled activities in Japan below (see **example** below).

Date	Itinerary	Accommodation/Tel.
2020/4/xx . .	Arrival to Tokyo	Hotel xxxx
2020/4/xx-xx	Attend the KAGRA F2F meeting at ICRR, University of Tokyo	Hotel xxxx
2020/4/xx . .	Departure from Tokyo	Hotel xxxx
Please make corrections if necessary		