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

VISA INFORMATION FORM – NN2018 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 . Without this COMPLETE information, it will NOT be possible to apply for your visa. 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.

NN2018 Registration Desk
email: nn2018-office@e-side.co.jp   PLEASE COMPLETE BOTH (2) PAGES OF THE FORM
FAX: +81-3-6435-8790

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

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1. PASSPORT NAME:

Family Name	Middle Initial	First Name

(Chinese Characters: _____ _____)

( ) Prof. ( ) Dr. ( ) Mr. ( ) Ms.   Position: _____   Sex: ( ) Male ( ) Female

2. DATE OF BIRTH: _____ yr _____ mth _____ day   Age: _____ yrs

3. NATIONALITY _____   **4. EMAIL:** _____

5. PRESENT ADDRESS:

OFFICE _____
Affiliation

_____
Street

City	Postal Code	County

TEL: (Include country and area codes)   FAX: (Include country and area codes)

HOME _____
Street

_____

TEL: (Include country and area codes)   FAX: (Include country and area codes)

* MAIL should be sent to OFFICE ( )   HOME ( ) (Choose one)

6. PASSPORT:

Passport Number: _____   Date of Issue: _____

Place of Issue: _____   Date of Expiration: _____

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

Flight

	Date	Airports			Flight Number & Depart/Arrival Time		
		From		To			
(EXAMPLE)	2018/Dec/3	PEK	→	HND	CA181	8:30 /	12:50
Arrival			→				/
			→				/
			→				/
			→				/
			→				/
Departure			→				/
			→				/
			→				/
			→				/
			→				/

Period of Stay   (   ) Definite Schedule (   ) Tentative Schedule

From _____ yr ____ mth ____ day to _____ yr ____ mth ____ day (____ days)

Schedule   The Foreign Ministry requires that we submit a detailed schedule of your stay in Japan. Accordingly, please enter all of your scheduled activities in Japan below (see example below).

	Date	Itinerary	Place of Stay/Tel.

(EXAMPLE)	2018/Dec/3
	2018/Dec/4-8
	2018/Dec/9
		Arrive at Haneda Airport; transfer to Omiya, Saitama
		Attend NN2018
		Depart from Haneda Airport
		* In the event you have scheduled meetings/visits etc., prior to or following
		  the event period, please provide detail on your host (name, affiliation, address, tel.)
		  and accommodation (name and tel.)
			Omiya ****** Hotel
			Tel. +81-**-***-****