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

**VISA INFORMATION FORM**

All citizens who are required to apply for visas to enter Japan must apply in person at the Japanese Embassy or Consulate in their countries. This form is not a visa application, however, in order to receive the necessary documents for applications. Without this complete information, it will not be able to make your document for applying your visa. In order for these documents to be issued in time for you to apply for your visa before the meeting, it is imperative that this form be returned to the secretariat at the address below **until July 31, 2016**. Please keep in mind that it can take more than one month for your visa to be processed.

 ICServ 2016 Registration Secretariat

 (c/o Kinki Nippon Tourist Hokkaido Co., Ltd.)

 Phone: +81-11-280-8855, Fax: +81-11-280-2732, E-mail: **s-convention-1@or.knt-h.co.jp**

\*Please fill out in English (and Chinese characters if applicable).

 Your name should be spelled exactly as it appears in your passport.

|  |
| --- |
| 1. FULL NAME:

  Family Name(姓) Middle Initial First Name(名) (Chinese Characters: ) 姓 名 |
| ❑ Prof. ❑ Dr. ❑ Mr. ❑ Ms. | Sex: ❑ Male ❑ Female | Your Registration Number: |
| 2. Date of birth: year(年) month(月) day(日) Age(年齢): yrs(歳) |
| 3. Nationality: | 4. Occupation: |
| 5. Present address: |
| OFFICE |  |
| *Affiliation* |
| *Street* |
|  *City Postal Code Country* |
|  | *Phone: (Include country and area codes)* |  | *FAX: (Include country and area codes)* |
|  | *E-mail:* |  |  |
| HOME  |  |
| *Street* |
|  *City Postal Code Country* |
| *Phone: (Include country and area codes)* |  | *FAX: (Include country and area codes)* |
| **\*Mail should be sent to ❑ Office ❑ Home (choose one)** |
| 6. Passport: | Passport Number: Place of Issue:  | Date of Issue: Date of Expiration:  |

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| 7. Itinerary: \*Please write your flight schedules as precisely as possible. |
|  | **Flight** | Date | Airport | Flight No. |  |
|  | Arrival |  | From:→→→ | To: |  |
|
| Departure |  | From:→→→ | To: |  |
| Period of stay ( ❑ Define Schedule ❑ Tentative Schedule ) |
|  | From year month day to year month day ( days) |
| **Schedule** | \*The Ministry of Foreign Affairs requires that we submit a detailed schedule of your stay in Japan. Accordingly, please enter all of your schedule activities in Japan below. |
| Date | Itinerary | Place of Stay/Tel.\* |
| (Example) |  |  |
| September. 5 | Arrive at Tokyo  | Tokyo XX Hotel |
| September. 6-8 | Attend ICServ 2016 | (03-XXX-XXXX) |
| September. 9 | Sightseeing in Tokyo | Tokyo AA Hotel(03-XXXX-XXXX) |
| September. 10 | Depart from Narita International Airport |  |
|  |  |  |
| \*Application without hotel reservation is not acceptable. |

\*Please notify the Secretariat immediately should you make any changes to the information above.