

# Special request form for documents to support Visa application to enter Japan and attend APISTVS 2018

Please reply this form to the conference office by email: < [office@apistvs2018.org](mailto:office@apistvs2018.org) >

Type and fill in the following items. Handwriting is sometimes confusing, so  
typewriting is required. (All items are required)

1) Name of applicant (the same with your passport):

\_\_\_\_\_

(In Roman letters and Chinese whenever applicable)

2) Occupation: \_\_\_\_\_

(In Roman letters and Chinese whenever applicable)

3) University/Company name and address: (In Roman letters and Chinese whenever  
applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Nationality: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Gender: \_\_\_\_\_

5) Date of arrival in Japan: \_\_\_\_\_

Port of Entry: \_\_\_\_\_ Flight No.: \_\_\_\_\_

6) Date of departure from Japan: \_\_\_\_\_

Port of Departure: \_\_\_\_\_ Flight No.: \_\_\_\_\_

7) Accommodation during your stay in Japan. Write the hotel / friend / relative name  
and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) If you are a teacher/professor, provide some basic information about yourself (research area, email address, etc.), or the URL address of your homepage.

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9) If you are a student, send a letter of introduction or certification from your adviser/supervisor with his contact number and email/URL address.

10) The postal address to where the invitation letter and related documents will be sent:

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11) Your phone number: \_\_\_\_\_

12) Detailed plan of your visit. Provide specifics if you plan to go sightseeing/tour, or visit someone aside from attending APISTVS 2018:

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13) Write the address of the Japanese Embassy or the name and address of the Japanese Consular Office to where you will send/submit your Visa application documents.

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*Note:*

For Chinese applicants, the following URL will provide you information of the Embassy of Japan and Consular Offices for your Visa application.

<http://www.cn.emb-japan.go.jp/aboutus.htm#kankatsu>