《Only for those requiring entry visas to Japan》

ICBEN 2014

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 own country. **This form is not a visa application**, however, in order to receive the necessary documents for application, the Organizing Committee MUST submit the following information to the Japanese Ministry of Foreign Affairs. Without this COMPLETE information, it will NOT be possible to apply for your visa. In order for supporting documents to be issued in time for you to apply for your visa BEFORE the Congress, it is IMPERATIVE that this form is returned 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.

ICBEN 2014 Secretariat E-mail: secretariat@icben2014.com

Please fill out the form below in ENGLISH (and Chinese Characters, if applicable).

1. FULL NAME: *Your name should be spelled exactly as it appears in your passport.

Family Name(姓) *Middle Initial* *First Name*(名)

(Chinese Characters: 姓 名)

☐Prof. ☐Dr. ☐Mr. ☐Ms. SEX (性別): ☐Male (男性) ☐Female(女性)

2. DATE OF BIRTH: YY(年)19 MM(月) DD(日) Age(年齢): yrs(才)

3. NATIONALITY 4. Occupation (職業)

5. PRESENT ADDRESSES:

※Mail should be sent to ☐OFFICE ☐HOME (Choose one)

OFFICE *Affiliation*:

Street:

City: *Postal Code*: *Country*:

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

E-mail:

HOME *Street*:

City: *Postal Code*: *Country*:

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

6. PASSPORT INFORMATION:

Passport Number: Date of Issue:

Place of Issue: Date of Expiry:

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

Flight	Date	Airports	Flight Number
Arrival		*From* *To* → → →	
Departure		*From* *To* → → →	

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. Please enter all of your scheduled activities in Japan below (see **example** below).

Date	Itinerary	Accommodation/Tel.
(EXAMPLE) 2014/05/31 2014/06/01-05 2014/06/06	**(EXAMPLE)** Arrive at Kansai International Airport Attend the ICBEN 2014 Depart from Kansai International Airport ※ If you have scheduled meetings/visits etc. prior to or following the Congress period, you must provide details of your host (name, affiliation, address, tel, etc.) and accommodation (name, tel, etc.).	**(EXAMPLE)** ABC Hotel Tel: 81-1-2345-6789

8. Please write the name of Japanese Embassy which you are going to apply your visa. Note that you should apply to the Japanese Embassy in your country or region of residence.

_____ Embassy/Consular office of Japan