**Requesting Form for Invitation Letter for VISA– Individual Group**

 **(Plural number of persons or families who is going to apply visa all together)**

**Information on Representative Person**

|  |  |
| --- | --- |
| Registration No:  |       |

**1. The information below should be same as your Passport**

|  |  |
| --- | --- |
| Name |       |
| Nationality |       |
| Passport Number |       |
| Date of Expiry |       |
| Date of Birth |       |

**2. Details of Affiliation**

|  |  |
| --- | --- |
| Name  |       |
| Address |       |
| Country |       |
| TEL |       |
| FAX |       |

**3. Personal Details**

|  |  |
| --- | --- |
| Occupation |       |
| Position |       |
| Home Address |       |
| Country |       |
| TEL |       |
| FAX |       |

**4. Travel Information**

|  |  |  |
| --- | --- | --- |
| Arrival | Date |       |
| Flight No |       |
| Departure | Date |       |
| Flight No |       |

**5. Travel Schedule during your stay in Japan**

|  |  |
| --- | --- |
| Date | Schedule |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

**6. Accommodation in Japan**

|  |  |  |
| --- | --- | --- |
| Date | Name of Accommodation | Address & Contact Number |
|       |       |       |
|       |       |       |
|       |       |       |

**6. Emergency Contact Details**

|  |  |
| --- | --- |
| Name of Contact Person |       |
| Contact Number |       |

**7. List for member of group**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Name |       | Gender |       |
| Date of Birth |       | Age |       |
| Nationality |       |
| Occupation |       |
| Position |       |
| 2 | Name |       | Gender |       |
| Date of Birth |       | Age |       |
| Nationality |       |
| Occupation |       |
| Position |       |
| 3 | Name |       | Gender |       |
| Date of Birth |       | Age |       |
| Nationality |       |
| Occupation |       |
| Position |       |
| 4 | Name |       | Gender |       |
| Date of Birth |       | Age |       |
| Nationality |       |
| Occupation |       |
| Position |       |
| 5 | Name |       | Gender |       |
| Date of Birth |       | Age |       |
| Nationality |       |
| Occupation |       |
| Position |       |
| 6 | Name |       | Gender |       |
| Date of Birth |       | Age |       |
| Nationality |       |
| Occupation |       |
| Position |       |

**7. Required Document (need representative person’s only)**

1) Certificates of employment

2) Travel authorization (for attend this upcoming meeting) issued by the affiliation

3) Copy of your passport

**IMPORTANT NOTICE**

1. Please fill in the necessary items on this application, **attaching copy of your passport, ID or Student ID card, schedule during your stay in Japan,** and send it to the secretariat office.
2. On receiving those documents, the secretariat will issue the invitation letter for your VISA application. It will be posted to address of your affiliation by EMS mail. You will be informed postal tracking number before dispatching.
3. Please apply VISA oneself according to the Embassy or Consulates or Permanent Mission of Japan in your country.
4. Please note that issuance of VISA usually takes about two weeks after your submission of necessary documents however it might be required more time by individual case therefore we recommend that you complete application processing as quickly as possible.
5. Please find more specific information about VISA on the home page of Ministry of Foreign Affairs of Japan. <http://www.mofa.go.jp/j_info/visit/visa/index.html>
6. Any enquires or problems to this matter, please contact to the secretariat.

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| Secretariat Office | TEL. +81 3 5805 5261 FAX. +81 3 3815 2028E-mail. tokyolive-visa@coac.co.jp |