**Request Form for Visa Assistance ITC-Asia 2019**

This form is not a visa application, however, in order to receive the necessary documents for applications (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). Without this complete information, it will not be able to make your documents for applying your visa. In order for these documents to be issued in time for your visa application, you should send this form to ITC-Asia 2019 Program Co-Chairs at the address below as soon as possible.

 ITC-Asia 2019 Program Co-Chairs, Hideyuki Ichihara and Masahiro Ishida

 E-mail: **pc2019@itc-asia.info.hiroshima-cu.ac.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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_(Chinese Characters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chinese Characters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

2. TITLE: ❑ Prof. ❑ Dr. ❑ Mr. ❑ Ms.

3. SEX: ❑ Male ❑ Female

4. DATE OF BIRTH: year: \_\_\_\_\_\_\_\_\_ month:\_\_\_\_\_\_\_\_\_\_ day:\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_yrs

5. NATIONALITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. OCCUPATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. IEEE MEMBERSHIP:

 Are you an IEEE Member? ❑ Yes ❑ No

If yes, provide your IEEE Member Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. PAPER NUMBER:

 Are you an author of the papers presented at ITC-Asia 2019? ❑ Yes ❑ No

If yes, provide your paper reference numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. PRESENT ADDRESS: **Mail should be sent to ❑ Office ❑ Home (choose one)**

[Office]

 Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include country and area code)

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include country and area code)

 [Home]

 Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include country and area code)

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include country and area code)

10. PASSPORT

 Passport Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Place of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11: ITINERARY: **Please notify the ITC-Asia 2019 Program Co-Chairs immediately when you make any changes to the information below.**

[Flight]: **Please write your flight schedules as precisely as possible.**

[Date] [Airport] Flight No.

 Arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_ From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Departure \_\_\_\_\_\_\_\_\_\_\_\_\_\_ From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 [Period of stay]: ❑ Definite Schedule ❑ Tentative Schedule

 From: year: \_\_\_\_\_\_\_\_\_ month:\_\_\_\_\_\_\_\_\_\_ day:\_\_\_\_\_\_\_\_

 To : year: \_\_\_\_\_\_\_\_\_ month:\_\_\_\_\_\_\_\_\_\_ day:\_\_\_\_\_\_\_\_

 Total: \_\_\_\_\_\_ days

 [Schedule]:

**- The Ministry of Foreign Affairs requires that we submit a detailed schedule of your stay in
 Japan.**

**- Application without hotel reservation is not acceptable.**

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| --- | --- | --- |
| Date | Itinerary | Place of Stay/TEL |
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[Example]

|  |  |  |
| --- | --- | --- |
| Date | Itinerary | Place of Stay/TEL |
| Sept. 2 | Arrive at Tokyo (Haneda Airport) with Flight CC123 (please specify your flight number) | Tokyo AAA HotelTEL. 03-xxx-xxxx |
| Spet. 3 ~ 5 | Attend ITC-Asia 2019 | Tokyo AAA HotelTEL. 03-xxx-xxxx |
| Sept. 6 | Attend D2T Symposium  | Tokyo AAA HotelTEL. 03-xxx-xxxx |
| Sept. 7 | Depart from Tokyo (Narita Airport) with Flight DD456 (please specify your flight number) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

12. ACCOMPANYING PERSON LIST (if any)

[Accompanying Person 1]

1. FULL NAME:

 Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_(Chinese Characters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chinese Characters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

2. TITLE: ❑ Prof. ❑ Dr. ❑ Mr. ❑ Ms.

3. SEX: ❑ Male ❑ Female

4. DATE OF BIRTH: year: \_\_\_\_\_\_\_\_\_ month:\_\_\_\_\_\_\_\_\_\_ day:\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_yrs

5. NATIONALITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. OCCUPATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. RELATIONSHIP TO APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Accompanying Person 2]

1. FULL NAME:

 Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_(Chinese Characters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chinese Characters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

2. TITLE: ❑ Prof. ❑ Dr. ❑ Mr. ❑ Ms.

3. SEX: ❑ Male ❑ Female

4. DATE OF BIRTH: year: \_\_\_\_\_\_\_\_\_ month:\_\_\_\_\_\_\_\_\_\_ day:\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_yrs

5. NATIONALITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. OCCUPATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. RELATIONSHIP TO APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Accompanying Person 3]

1. FULL NAME:

 Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_(Chinese Characters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chinese Characters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

2. TITLE: ❑ Prof. ❑ Dr. ❑ Mr. ❑ Ms.

3. SEX: ❑ Male ❑ Female

4. DATE OF BIRTH: year: \_\_\_\_\_\_\_\_\_ month:\_\_\_\_\_\_\_\_\_\_ day:\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_yrs

5. NATIONALITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. OCCUPATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. RELATIONSHIP TO APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_