**Visa Letter Request Form**

**Registration number**

**Personal information**

|  |  |
| --- | --- |
| FIRST(GIVEN) NAME | LAST(FAMILY)NAME |
|  |  |
| BIRTHDAY (YY/MM/DD) | |
|  |  |
| AFFILIATION | STATUS |
|  |  |
| E-MAIL DDRESS | |
|  | |
| MAILING ADDRESS (including Street, City, State, Zip, Country) | |
|  | |
| PHONE NUMBER | |
|  | |
| JAPANESE EMBASSY/ NAME OF THE CONSULATE GENERAL to which you are applying | |
| （e.g.： Shanghai） | |
| TITLE OF YOUR PAPER | |
|  | |

**Additional Traveling Companion**

（If you require an additional letter for your travel companion, please provide the following information.）

|  |  |
| --- | --- |
| FIRST(GIVEN) NAME | LAST(FAMILY)NAME |
|  |  |
| BIRTHDAY (YY/MM/DD) | |
|  | |
| RELATIONSHIP WITH YOU | AFFILIATION |
|  |  |

**Travel Itinerary**

|  |  |  |
| --- | --- | --- |
| Date | Activity Plan | Accommodation |
|  | Arrive　　（Ctiy name）→Nagoya | Nagoya city |
| 12/7-9 | Attend meeting | Naogya city |
|  | Retun 　　Nagoya→(City name) |  |