**Special request form for documents to support Visa application to enter Japan and attend APARM 2014**

**Instructions:**

I.a) Pay the required registration fee, attach the scanned payment receipt (pdf file, or attach the registration and payment confirmation email) in an email and send together with the other required information to:

**Email:** < APARM2014@aparmnet.org>

**Subject:** VisaDocs-*RegNum*-*PaperID*

 (Note: Replace *RegNum* with your Registration Number and *PaperID* with your Paper ID )

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

1) Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_ Paper ID: \_\_\_\_\_\_\_\_\_\_\_\_\_

2) Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(In Roman letters and Chinese whenever applicable)

3) Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(In Roman letters and Chinese whenever applicable)

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

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5) Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

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

11) The postal address to where the invitation letter and related documents will be sent (zip code and phone number are necessary to ensure that the documents can reach you):

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12) Detailed plan of your visit. Provide specifics if you plan to go sightseeing/tour, or visit someone aside from attending APARM2014 conference:

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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14) Write all the items that you have paid and the corresponding amount.

(Example: Presenter/Regular Registration JPY 50,000)

 == Items Paid == == Amount (JPY) ==

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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/consular/visa\_tankishoyo.htm