

VISA INFORMATION

If you need a visa for entry into Japan, you are kindly asked to provide us with the pertinent information. We will then send you the necessary documents for your visa application. Upon receipt of the documents, please submit them to the Japanese Embassy or Consulate in your country.

Please fill out the Visa Application Form and the Itinerary attached, and return them to the following address by e-mail. Please note that PDF file will be highly recommended if you send by e-mail.

(1) If you are a national of the People's Republic of China and living in China, please fill out the columns marked with an asterisk (*) in Chinese characters. If you are a national of the People's Republic of China and living outside China, your family and given names (***) should be written in Chinese characters.

(2) In case the details on your itinerary in Japan are not fixed yet, please supply the tentative schedule. Your final itinerary must be sent to us later when available.

Service Options & Charges

1. Full Documentation Assistance with Application Procedure

Service Fee: JPY 15,000 (Application) & JPY 3,000 (Postage)

2. To Receive Original Copy of Invitation Letter by Post

Service Fee: JPY 2,000 (Handling) & JPY 3,000 (Postage)

3. To Receive Electronic Copy of Invitation Letter by E-Mail (PDF)

Service Fee: No Charge

Return Address:

c/o Kinki Nippon Tourist, Co., Ltd.,

E-mail: kjc-event16@gp.knt.co.jp

Office hours: 10:00-17:00 JST (+9:00) (closed on Sat., Sun. & National holidays)

Visa Information Form

E-mail: kjc-event16@gp.knt.co.jp

*Please type or print in BLOCK letters.

Family Name (*)

First & Middle Name (*)

Nationality

Date of Birth Year Month Day

Sex () Male () Female

Home Address (*)

Home Tel

Home Fax

Affiliation (*)

Position/Occupation (*)

Office Address (*)

Office Tel

Office Fax

E-mail

Documents to be sent to () My home () My office

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IMPORTANT: Please let us know in what capacity you are attending SIGGRAPH Asia 2015:

Tick 'V' where applicable.

v	TYPE OF ATTENDEE(S)	PLEASE SPECIFY DETAILS	
	Committee, Contributor, and Presenter.	Program Name, Submission ID, and other information where applicable.	
	Student Volunteer	Submission ID	
	Exhibitor	Booth Number	
	Conference Attendee	Registration ID	
	Exhibition Visitor	Registration ID	
	Others		

FOR ORGANIZER USE

Please send the applicant the following:

Invitation Letter Letter of Guarantee Company Registration / Overview of Company

Approved by: _____ / _____

Itinerary for visa application

E-mail: kjc-event16@gp.knt.co.jp

*Please type or print in BLOCK letters.

Name:

Arrival Date		Arrival Airport		Arrival Flight	
Departure Date		Departure Airport		Departure Flight	
	Date	Schedule			Accommodation
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

The name, address, and telephone number of your hotel must appear on this form.

Schedule of Stay (Example)

The schedules of stay in Japan of the visa applicant and xxx (number) others are as follows:

[Short-term business affairs, etc.]

Date	Activity Plan	Contact	Accommodation
xxxx.xx.xx	Arrive in xx from xx aboard Flight xxx	Cell phone (Person on hand to greet the visitors xx) Tel.xx-xxxx-xxxx	The inviting person's home Tel.xx-xxxx-xxxx
xx.xx	Business talks at xx Company	Xx Company (Contact person xx) Tel.xx-xxxx-xxxx	Hotel xx Xx, xx Town, xx City Tel.xx-xxxx-xxxx
xx.xx	Visit xx plant Return to the company by Shinkansen	Cell phone (Attendant xx) Tel.xxx-xxxx-xxxx	Same as above
xx.xx	Preparation for return home after sightseeing at xx all day	Cell phone (Attendant xx) Tel.xx-xxxx-xxxx	Same as above
xx.xx	Return home from xx to xx On Flight xxx		

[Visiting Acquaintances]

Date	Activity Plan	Contact	Accommodation
xxxx.xx.xx	Arrive in xx from xx aboard Flight xxx	The inviting person's home Tel.xx-xxxx-xxxx	The inviting person's home Tel.xx-xxxx-xxxx
xx.xx	Attend a wedding reception at xx Hall	Cell phone (Attendant xx) Tel.xxx-xxxx-xxxx	Same as above
xx.xx	Visit xx at xx Hospital	Xx Prefectural xx Hospital Tel.xxx-xxx-xxxx	Same as above
xx.xx	Return home from xx to xx On Flight xxx		