**Invitation Letter and Visa Application Document Request Form**

Please fill in this form and send it to [cyberscitechcongress@gmail.com](mailto:cyberscitechcongress@gmail.com) (together with the registration payment confirmation) with the **subject** “Invitation letter request – Your Name”. Please save your filled form with the file name “Invitation letter request – Your Name”.

1. **English Invitation Letter Required Information:**

|  |  |
| --- | --- |
| English surname1 |  |
| English first name1 |  |
| Affiliation, Country |  |
| Email |  |
| Paper title |  |
| 10-digit paper ID (e.g., 1570548004) |  |
| Presenting conference |  |
| Presenting workshop/special session2 |  |

1 Please enter according to your travel document (i.e. passport)

2 Please enter the name of the workshop or special session that accepts your paper.

**Note**: If you only request an English Invitation Letter, it will be emailed to you with free of charge.

**Additional information required for VISA application (请参照样本填写)**

**Note: Original visa application documents will be sent to you via postal mail with extra charge.**

**(JPY 4,000 extra charge for making and mailing each set of visa application documents)**

1. **Personal Information**

|  |  |
| --- | --- |
| Nationality/国籍 |  |
| Occupation/職業 |  |
| Date of birth (YYYY/MM/DD/AGE)  西暦 年 月 日 | 西暦 年 月 日生 歳 |
| Gender 性別 | 男・女 |
| Other name ほか 名 (曾用名) |  |

1. **Schedule of Stay (滞在予定表) (滞留期间预定如下)**

|  |  |  |  |
| --- | --- | --- | --- |
| 年 月 日 | 行 動 予 定  （行程预定） | 連 絡 先  （联络地址） | 宿 泊 予 定 先  （预定住宿地址） |
| 8月 日 |  |  |  |
| 8月 日 - 日 |  |  |  |
| 8月 日 |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Postal address by courier/express mail (国际快递邮送地址)**

Postal mail address including name, postal code and telephone number:

邮送人名、地址、邮政编码、电话号码: