

## VISA Information

Send your forms **from 1 Jun to 30. Jun**

We do not guarantee the issue of VISA if you send your forms **after 1.Jul**

## Visa application procedures

### STEP 1

Please check whether you need visa for the short-term entry to Japan on the "Exemption of Visa (Short-Term Stay)",

[Ministry of Foreign Affairs \(MOFA\) website.](#)

### STEP 2

Your nationality is listed on the "Exemption of Visa (Short-Term Stay)", you do not need visa for the short-term entry to Japan. If your nationality is not listed, go to next STEP 3.

### STEP 3

Please download the following forms and fill the forms and send these forms with a COPY of YOUR PASSPORT to JTB Global Marketing & Travel Inc.

[by e-mail.](#) by

- [VISA QUESTIONNAIRE](#)

- [SCHEDULE OF STAY](#)

- COPY of YOUR PASSPORT

### STEP 4

The price of visa documents is **JPY15,000**. It is included the shipping fee.

Only credit card payment is acceptable.

**JTB Global Marketing & Travel Inc will announce the way of payment by email after receiving the forms.**

### STEP 5

JTB Global Marketing & Travel Inc. will prepare the visa supporting documents("Letter of Reason for Invitation" and "Letter of Guarantee") based on your three documents and start sending the visa supporting documents in the end of June.

### STEP 6

Please go to the Japanese Embassy or Consulate in your country by yourself for visa application soon after you receive the visa supporting documents.

### Letter of Invitation

Letter of Invitation is not usually required for VISA application, but please download the Invitation letters below by PDF format.

## Visa application procedures in detail

If your nationality is listed on the [Ministry of Foreign Affairs \(MOFA\) website "Exemption of Visa \(Short-Term Stay\)](#), you do not require visa to enter Japan for short-term stay.

If your nationality is not listed, JTB Global Marketing & Travel Inc., our official travel agent, to which we outsource the visa related works, will issue the visa supporting documents ("Letter of Reason for Invitation" and "Letter of Guarantee") for your visa application in your country. Please note that it is not the Host Committee nor JTB Global Marketing & Travel Inc. who issues visa. Once you receive the visa supporting documents, you need to go to the Japanese Embassy or Consulate in your country by yourself or your travel agent for visa application.

Please refer to the [MOFA website](#) for further information about visa. If you are not sure whether you require a visa to enter Japan, please check with the nearest [Japanese Embassy or Consulate](#) in your country.

Registration to the ICR 2015 should be completed before you request a set of visa supporting documents to apply for visa. Please complete online registration through the [ICR website](#) or directly at [registration site](#).

Please fill in the [VISA QUESTIONNAIRE](#) and send it to [JTB Global Marketing & Travel Inc.](#) well in advance, along with [SCHEDULE OF STAY](#) and a [COPY of YOUR PASSPORT](#). JTB Global Marketing & Travel Inc. will start issuing the visa supporting documents in the end of June, 2015 and it will take about 10 - 20 days for the visa supporting documents to reach you, together with supplemental documents.

Please send the following three documents to the [JTB Global Marketing & Travel Inc.](#) no later than 1. Jul. 2015.

JTB Global Marketing & Travel inc. cannot issue the visa supporting documents if they receive these after 1.Jul.2015.

### VISA QUESTIONNAIRE

[VISA QUESTIONNAIRE](#) (download file)

Please download the form and fill in the questionnaire, and send it to [JTB Global Marketing & Travel Inc.](#) in the form of EXCEL ([not in other form such as PDF etc](#)). Based on the information given, "Letter of Reason for Invitation" and "Letter of Guarantee" will be prepared.

## **SCHEDULE OF STAY**

[SCHEDULE OF STAY](#) (download file)

Please download the form, fill it and send it to [JTB Global Marketing & Travel Inc.](#) in the form of WORD (not in other form such as PDF etc).

The period of stay to be guaranteed will be only during the ICR 2015 period between 16 August and 22 August.

If you stay longer days than the above mentioned period for other activities, please obtain another set of "Letter of Reason for Invitation" and "Letter of Guarantee" from the organizer(s) of other activities.

## **PASSPORT COPY**

Please confirm the validity conditions and send the copy of the pages of your names and photo to [JTB Global Marketing & Travel Inc.](#)

## **Letter of Invitation**

Letter of Invitation from the organizers will not be required in order to apply Visa to enter Japan. please download the Invitation letters below by PDF format. Your online registration for the General Meeting is necessary before you request Letter of Invitation.

## **INQUIRY DESK (OFFICIAL TRAVEL AGENT)**

**JTB Global Marketing & Travel Inc. ICR 2015 Convention Center (CD100720-584)**

2-3-11 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-8604 Japan

E-mail: [icr\\_vis@gmt.jtb.jp](mailto:icr_vis@gmt.jtb.jp)

Fax: +81 3 5495 0685

OFFICE HOURS: 10:00 to 17:30 Except Saturdays, Sundays and National Holidays.