

INFORMATION ON THE ENTRY VISA TO JAPAN

1. Who need to obtain a visa? & What documents will be required?

Attendees should check the website of Ministry of Foreign Affairs of Japan if they need to get a visa in order to enter Japan and what documents you need to prepare for.

<Website of Ministry of Foreign Affairs of Japan>

http://www.mofa.go.jp/j_info/visit/visa/index.html

http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

- Since it takes time for obtaining visa, we suggest you to contact the Japanese Embassy/Consulate-General with jurisdiction over your place of residence immediately to make sure what you need to prepare for.
- It may take 4 weeks for the documents to reach you after you complete the online application. (7-14 days for the documents' preparation and 10-14 days for sending documents.)
- It may takes more than a month to obtain a VISA after the application.

2. Documents prepared by inviting person/guarantor in Japan

On behalf of inviting person / guarantor in Japan, Kinki Nippon Tourist Co., Ltd. (KNT) will send you the following documents:

- Letter of guarantee (身元保証書)
- Letter of reason for invitation (招聘理由書)
- Schedule of stay (滞在予定表)
- List of VISA applicants (as needed basis) (査証申請人名簿)
- Certificate of Employment (在職証明書)

3. Apply for Visa documents

Applying for visa documents can be made online at "Online Application". Photocopy of your passport is also required for the process. As soon as the required data and the below conditions are confirmed, the conference Registration Desk will start the process of issuing the documents for you. This process usually takes a few weeks.

Conditions for the issuance of the document:

- Must be complete your registration.
- Must be complete your payment for registration and accommodation fee.
- Must be complete your payment for visa documents request fee.

VISA documents request fee:

JPY 15,000 per person (include DHL shipping fee)

* If your accompanying person will apply visa with you, we will issue "List of VISA applicants" for accompanying person in JPY 3,000.

All the documents will be sent to delegate's shipping address.

When the documents are ready, they will be sent to you by express delivery service. You shall then present it at the Japanese embassy in your country in order to receive a visa for the conference.

Note:

- You must have a valid email address in order to make an online application. All communication with regard to your application will be sent via e-mail.
- After submitting the online application, you will receive an e-mail confirmation that the submission of your application is successful. However, please note that receiving the e-mail does not imply your application are confirmed. Your application of visa documents will be confirmed after the organizing committee verifies that you are entitled to receive the documents.

Application Deadline: 25 October, 2019.

**** We do not accept any of application after the deadline.**

Online Application

Please click "Online Application" above to start your application.

***Please enter "FGC2019" for "Event Code".**

Remarks

Since it takes time for obtaining visa, we suggest you to contact the Japanese Embassy/Consulate-General with jurisdiction over your place of residence immediately.

*In addition to the documents prepared by inviting person/guarantor in Japan, you may be required to present some documents. However, since it depends on the local situation and the purpose of the visit, please contact the Embassy/Consulate-General.

Contact

FGE 2019 Registration Desk

KNT-CT Global Travel CO., LTD. International Operation Department

In charge: Natsuki Sasahara (Ms.) / Haruna Hatoyama (Ms.)

Address: 13F, 1-13, kanda, Izumi-cho, Chiyodaku, Tokyo, 101-0024, Japan

Tel: +81-3-6891-9354 Fax: +81-3-6891-9409

E-mail: gt_iod15@or.knt.co.jp

-Office Hours-

Monday-Friday 9:30am-5:30pm (Japan time = GMT+9:00)

Closed on Saturdays, Sundays and national holidays