

The ICST 2025 VISA SUPPORT GUIDELINE

1. The applicant must be an author of a selected paper, an invited speaker, or the registered conference attendees.

2. The applicant has completed the payment of the registration fee.

Before you apply for assistance, you are required to take the following steps.

- a) Complete your registration with full payment of the registration fee
- b) Book a Flight
- c) Reserve a hotel

*The period of your stay must be scheduled for a maximum of 2 weeks

(including Conference period (3 days), arriving and departing day in Japan (2days)).

Please be sure the following points about your passport information

-Your passport is valid.

-Passport must be of the nationality indicated on the questionnaire form.

IMPORTANT NOTICE:

*Upon the receipt of the supporting documents, you are responsible to proceed the VISA application on your responsibility.

*Requirements for quarantine and VISA application documents may differ depending on your departure country. Please confirm the requirements on your responsibility.

*THE ICST 2025 will not take any responsibility for your loss in the case that you need to cancel your flight, hotel, and so on.

*If you are unable to obtain a visa and cancel your registration, you will still be subject to The ICST 2025 cancellation policy.

*The organizer will issue visa support documents, but this does not guarantee that you will receive a visa.

*You are responsible for all expenses and travel expenses during your stay in Japan.

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5. Embassy/Consulate General of Japan where you apply for VISA

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ex) Consulate-General of Japan in New York / Embassy of Japan in the United States of America

You may want to search the location at: https://www.mofa.go.jp/about/emb_cons/mofaserv.html

6. NATIONALITY

[]

Ex) Japanese

7. Occupation

[]

8. Affiliation

[]

9. PASSPORT NAME in Latin alphabet

*The name must be written in the Latin alphabet as it appears on your passport.

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10. Sex

☐ Male

☐ Female

11. Date of Birth

[]

(Year) / (Month) / (Day)

Ex) 2024 / March / 28

12. Age (Age when you apply for VISA)

[]

13. email

[]

14. Your address for applying VISA

[]

(City, State/Country, Country Region)

15. Passport Number

[]

16. Passport: Place of Issue

[]

17. PASSPORT: Date of Issue

[]

(Year) / (Month) / (Day)

Ex) 2025 / September / 6

18. PASSPORT: Date of Expiration

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(Year) / (Month) / (Day)

Ex) 2030 / September / 15

19. Your Schedule

The Foreign Ministry requires that we submit a detailed schedule of your stay in Japan.

Accordingly, please enter all of your scheduled activities in Japan below (see example below).

Date (Sample)	Itinerary (Sample)	Place of Stay/Tel. (Sample)
2025/November/30	Arrive at Tokyo International Airport and go to Utsunomiya	Hotel XXXX / +81-0000-00000
2025/December/1-3	Attend THE ICST	Hotel XXXX / +81-0000-00000
2025/December/4	Leave Utsunomiya to Tokyo. Depart from Tokyo International Airport	
Date	Itinerary	Place of Stay/Tel.

- If you are also applying for a visa for accompanying persons (**has to be family member**), you must

also fill the information below of your accompanying persons.

Embassy/Consulate General of Japan where he/she applies for VISA:

Name:

Date of birth:

Age:

Sex:

Nationality:

Occupation:

Affiliation (Company, University etc) :

Relationship (spouse etc.) :