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.

VISA INFORMATION FORM

Notice: Please read and confirm the notice, then, fill in the form.

All citizens who are required to apply for visas to enter Japan must apply in person at the Japanese Embassy or Consulate in their country. This form is not a visa application, however, in order to produce the necessary documents for your application, **THE ICST 2025** visa support desk MUST receive the following COMPLETE information.

Without this COMPLETE information, it will NOT be possible for us to provide support documents for visa application. This form should be submitted in good time.

Please keep in mind that it can take MORE THAN ONE MONTH for your visa to be processed.

The guarantor of VISA application will be an affiliation, not an individual.

Therefore, we will NOT accept the request to provide any information of the individual person of the affiliation.

Deadline of the request: October 31, 2025

Support Desk Office Hour: Except Saturdays, Sundays and National Holidays

NOTE: It may take about a week to issue the documents.

1. Confirm the above guideline and notice	
☐ Yes, I confirmed.	
2. Paper Number (if you are the primary author or co-authors of the papers selected)	
[]	
3. Your Status	
□ Speaker	
□ Co-Author	
□ Committee	
☐ Attendance Only	
□ Others	
[please specify]
4. Registration Number	
1	

5. Embassy/Consulate General of Japan where you apply for VISA				
[1			
ex) Consulate-General of Japan in New Yor	rk / Embassy of Japan in the United States of America			
You may want to search the location at: http	os://www.mofa.go.jp/about/emb_cons/mofaserv.html			
C NATIONAL ITY				
6. NATIONALITY	•			
[[[]] Jananasa	1			
Ex) Japanese				
7. Occupation				
ι	1			
8. Affiliation				
[1			
9. PASSPORT NAME in Latin alphabet				
*The name must be written in the Latin alph	nabet as it appears on your passport .			
]			
10. Sex				
☐ Male				
☐ Female				
11. Date of Birth				
[1			
(Year) / (Month) / (Day)				
Ex) 2024 / March / 28				
12. Age (Age when you apply for VISA)				
[1			
13. email				
[1			
·	•			
14. Your address for applying VISA				
ι				
(City, State/Country, Country Region)				

15. Passport Number [1 16. Passport: Place of Issue [1 17. PASSPORT: Date of Issue [] (Year) / (Month) / (Day) Ex) 2025 / September / 6 18. PASSPORT: Date pf Expiration [] (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	Hotel XXXX / +81-0000-00000
	Airport and go to Utsunomiya	
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.