1. The applicant is 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.

Complete your registration with full payment of the registration fee

* Book a Flight

- Reserve a Hotel

\*The period of your stay must be scheduled for a maximum of 2 weeks (including symposium period (3 days), arriving and departing day in Japan (2 days)).

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.

\*IEEE 3DIC 2024 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 IEEE 3DIC 2024 cancellation policy.

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

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 IEEE 3DIC 2024** 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: August 23, 2024

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

**1. Confirm the above notice and check**

[ ]  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**

**[ ]**

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

**[ ]**

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**

**[ ]**

**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**.

**[ ]**

**10. Sex**

[ ]  Male

[ ]  Female

**11. Date of Birth**

**[ ]**

 (Day) / (Month) / (Year)

Ex) 28th / March / 2024

**12. Age (Age when you apply for VISA)**

**[ ]**

**13. email**

**[ ]**

**14. Your address for applying VISA**

**[ ]**

(City, State/Country, Country Region)

**15. Passport Number**

**[ ]**

(Day) / (Month) / (Year)

Ex) 28th / March / 2024

 **16. Passport: Place of Issue**

**[ ]**

 **17. PASSPORT: Date of Issue**

**[ ]**

(Day) / (Month) / (Year)

Ex) 28th / March / 2024

 **18. PASSPORT: Date pf Expiration**

**[ ]**

(Day) / (Month) / (Year)

Ex) 28th / March / 2024

**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)** |
| 2024/Sep/24 | Arrive at Tokyo International Airport | Hotel XXXX / +81-0000-00000 |
| 2024/Sep/25-27 | Attend IEEE3DIC Conference | Hotel XXXX / +81-0000-00000 |
| 2024/Sep/28 | Depart from Tokyo International Airport |  |
| **Date** | **Itinerary** | **Place of Stay/Tel.** |
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* 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 apply for VISA:

Date of birth:

Age:

Sex:

Nationality:

Occupation:

Affiliation (Company, University etc) :