

For a participant from countries without Russia and CIS countries.

guidance for taking Japanese entrance visa

Dear Participants,

J I C Travel Center Co.,Ltd. support you to take Japanese entry visa according to a request from the ICCEES2015 organizing committee.

We need following information in order to make an invitation letter and documents for visa;

Your personal data; full name, gender, date of birth, number of passport, etc.

Flight details of your arrival & departure,

Name of hotel you will accommodate,

Daily schedule,

Please note that the Japanese visa is not open visa. The expiration date on visa is decided according to your schedule. Therefore when needing visa, you have to reserve an airplane and a hotel at first.

In case you hope for a hotel around Makuhari where ICCEES2015 congress is held, you can reserve it through the site of JTB-GMT. → <https://mice.jtbgmt.com/iccees2015/>

In case you hope a hotel in Tokyo or in another cities JIC Travel Center would be happy to make a hotel reservation. Please tell the hotel name and the schedule you wish.

Please enter requirements in an application form and send by e-mail to us.

Application form → http://www.jic-web.co.jp/russia/visa/Application_Form_2015.xlsx

e-mail ; inbound@jic-web.co.jp

* Please indicate "ICCEES2015" as the mail title.

The Japanese visa is effective for 3 months after you acquire it. Therefore you will do visa application at Japanese Embassy after May. Invitation letter and documents will be sent to you at the end of April or the beginning of May.

Procedure is developed as follows.

1. After having received an application form from you, we check the contents and make identity verification and an invitation. At the same time, we do hotel reservation in case with your request.

And we issue a bill.

2. After confirming the payment, we send the documents for visa to you by DHL or EMS. It takes 4 or 5 days until the documents reach your hand.

3. You submit necessary form to the Japanese Embassy and do visa application. The necessary form is a written application on visa, your passport, picture and a labor certification, etc. Please ask the Japanese Embassy what kind of form is necessary to visa application directly.

4. Usually after 4 working days when you submit the form to the Embassy, you can receive Japanese visa.

The visa support fee is 5000 JPY for 1 person, plus sending cost of the invitation documents by DHL or EMS. You are requested to pay the fee and sending cost by bank remittance or a credit card. (The exchange rate of March 10, 2015 is 1 US dollar = 100 JP yen.)

You can find general information about Japan by the following site.

Japan National Tourism Organization (JNTO) → <http://www.jnto.go.jp/>

J I C Travel Center Co.,Ltd. Inbound department

E-mail ; inbound@jic-web.co.jp

Telephone ; 81-3-3355-7297 (10:00 -18:00 at Japanese time)

* Japanese time is Greenwich standard time plus 9 hours.