

We will prepare necessary documents for your visa application according to your request. Please visit the useful links shown below about details of visa.

**Deadline for the application of visa related documents      21th September , 2012**

### **To get documents**

- 1) Complete registration and deposit your registration fee.
- 2) **Add your Visa administration fee 2,000JPY during registration.**
- 3) E-mail following documents to workshop administration  
(mice-tsukuba(at)web.jtb.jp) as earlier as possible (no later than **21th September** ).
  - Copy of your **passport**
  - Copy of your **E-ticket**  
(If you have not yet received your E-ticket, please inform us your flight No. and departure/arrival date and time.)
  - **Detailed itinerary** for your stay in Japan including name & address of your hotel
  - **Accepted paper number** if you are an author
  - Only when you are **NOT** an author of accepted papers **recommendation letter** from your institution/superior  
or  
**short e-mail** to mice-tsukuba(at)web.jtb.jp by a Japanese scientist who knows you well

### **Useful links**

– [Guide to Japanese Visas](#)

by Ministry of Foreign Affairs of Japan

– [List of Countries and Regions That Have Visa Exemption Arrangements with Japan](#)

by Ministry of Foreign Affairs of Japan