

Due to the official nature of visa supporting documents to be issued by the organizer, **prior registration to the conference should be completed with payment for the registration fee**, before you request a set of visa supporting documents to apply for visa.

Registration: <http://www.wcrb2017.jp/registration.html>

Please fill in the VISA QUESTIONNAIRE and send it to JTB Global Marketing & Travel Inc. ([wcrb2017\\_visa@gmt.jtb.jp](mailto:wcrb2017_visa@gmt.jtb.jp)) well in advance, along with SCHEDULE OF STAY and PASSPORT COPY. It will take about 10~20 days for the supporting documents to reach you, together with other supplemental documents.

Please note that it is not the Secretariat of the conference nor JTB Global Marketing & Travel who issue visa. Once you receive the documents, you need to go to the Japanese Embassy or Consulate by yourself for visa application.

Please refer to the following page of the Ministry of Foreign Affairs (MOFA) website for details.

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

If you are not sure whether you require a visa to enter Japan, please check with the nearest Japanese embassy or consulate in your country.

[http://www.mofa.go.jp/about/emb\\_cons/over/index.html](http://www.mofa.go.jp/about/emb_cons/over/index.html)

Please send the following three items to JTB Global Marketing & Travel Inc. ([wcrb2017\\_visa@gmt.jtb.jp](mailto:wcrb2017_visa@gmt.jtb.jp)) **from 20 July to 31 August, 2017.**

1. **VISA QUESTIONNAIRE**

Please download and fill in the questionnaire, and send it in the form of EXCEL (not in other form such as pdf etc).

With the information given, 'Letter of reason for invitation (招聘理由書)' and 'Letter of guarantee (身元保証書)' will be prepared.

2. **SCHEDULE OF STAY**

Please download the form and send it in the form of WORD (not in other form such as pdf etc).

The period of stay to be guaranteed will be only for the conference period (between **September 27 and September 29, 2017 with extra some days if it is necessary.**)

If you stay more days than the above mentioned period for other activities, please obtain another set of 'Letter of reason for invitation' and 'Letter of guarantee' from the organizer of the activities.

3. **PASSPORT COPY**

Please confirm that the validity conditions and send the copy of the pages of your names and photo.

OFFICIAL TRAVEL AGENT

JTB Global Marketing & Travel Inc. Convention Center (WCRB2017)

(Business hours: 10:00 to 17:00, Monday to Friday, except National Holiday, Japan Time)

E-mail: [wcrb2017\\_visa@gmt.jtb.jp](mailto:wcrb2017_visa@gmt.jtb.jp)