

## **Request for Visa Application Documents**

Please use the subject line **"Request Form for Visa Application Documents"** and send to: **iwtrc2025-support@ynu.ac.jp**

**1. Participation Type:** Presenter, Others

**2. Documents to Request** (Both options are acceptable):

① **Invitation letter**-(with TRC official letterhead)

② **Supporting documents for visa application** (the set of documents: Letter of Guarantee, Letter of Invitation, Itinerary in Japan, Overview of company/organization; Forms designated by the Ministry of Foreign Affairs)

**3. Submission destination**

(Official name of the embassy/consulate where you will apply for your visa, or the institution where the invitation letter will be submitted.)

**4. Title:** Dr./ Prof./ Mr./ Ms./ Other (please specify)

**5. Full Name:** (Please enter your first name exactly as it appears in your passport (in the Roman alphabet.)

**6. Occupation:** (e.g., Student [Undergraduate, Master's, Doctoral/PhD], Professor, Research Fellow)

**7. Affiliation Information:**

Please provide your current affiliation details (e.g., university, research institute, company).

If you are currently unaffiliated, please provide your home address and phone number instead.

When providing home information, clearly write "HOME" at the beginning.

- **Name of Organization / Institution**
- **Department (optional)**
- **Position or Title (optional)**
- **Address (Affiliation or HOME)**
- **Phone Number (Affiliation or HOME)**

**8. Email Address:**

This is our primary method of contact. Please enter a valid and frequently checked email address.

**9. Contact or Referrer at TRC (if any):**

**10. Remarks (if any):**

Please attach the following files to your email.

- 1 ) Scanned copy of your passport ID page
- 2 ) Copy of Flight e-ticket
- 3 ) Copy of Accommodation (Booking) Certificate