# (ANNEX 1)

**Visa support letter application form**

Please fill in the form below and e-mail it to visa1@s.ttc.or.jp **by 14th September 2018.**

**For your convenience, WORD version of this format is attached**

(Note: If you prefer, you can obtain a public key for e-mail encryption simply by sending an e-mail to visa1@s.ttc.or.jp with the subject "Public Key request" BEFORE sending your personal information in an attachment.)

|  |  |  |
| --- | --- | --- |
| Given name (First name) | alphabetical |  |
| Family name (Last name) | alphabetical |  |
| Date of Birth (dd/mm/yy) |  |
| Gender (Male/Female) |  |
| Nationality |  |
| Valid passport number |  |
| Passport Valid until (dd/mm/yy) |  |
| Country to submit your visa application  |  |
| Postal Address for your visa support documents to be shipped | Address |  |
| Postal Code |  |
| Country |  |
| Telephone number |  |
| The above address is: (please select one) | Office / home / other (specify: ) |
| Occupation and Job title |  |
| Name of Company/Organization |  |
| Company/Organization Address(fill in “same as above” if shipping address is your office) |  |
| Office Telephone number | + |
| Fax number | + |
| Email address |  |

 Itinerary (refer to examples shown in the table and overwrite your own Itinerary below.)

|  |  |  |  |
| --- | --- | --- | --- |
| D/M/Y | Schedule | Address and Phone number to reach | Hotel |
| ex) 16 October 2018 | Arrival from London to Tokyo International Airport, Flight xxx | \*1 | \*1 |
| ex) 17 October 2018 | Attending CEATEC2018 event in Makuhari Messe | \*1 | \*1 |
| ex)18-19 October 2018 | Attending 3GPP PCG/OP Meetings | \*1 | \*1 |
|  |  |  |  |
| ex) 20 October 2018 | Departure from Tokyo International Airport to London, Flight xxx |  |  |
| \*1 Hotel New Otani Makuhari: Address 2-120-3, Hibino, Mihama-ku, Chiba-city, Chiba 261-0021Phone: +81-43-297-7777　FAX: +81-43-297-7788 |