

INFORMATION ON THE ENTRY VISA TO JAPAN

1. Tips for Applying for Your Visa

Visit the Ministry of Foreign Affairs of Japan (MOFA) Website for information on Short-Term Stay visa application procedures and check if you need to obtain a visa.

https://www.mofa.go.jp/j_info/visit/visa/

- The required documents differ depending on the nationality of the applicant. We strongly recommend that applicants first contact the nearest embassy/ consulate general for more information.
- It may take more than a month to obtain a VISA after the application.

2. Documents prepared by inviting person/guarantor in Japan

On behalf of inviting person / guarantor in Japan, KNT-CT Global Travel Co., Ltd. (KNT) will send you the following supporting documents:

- Letter of guarantee (身元保証書)
- Letter of reason for invitation (招へい理由書)
- Schedule of stay (滞在予定表)
- List of VISA applicants (as needed basis) (査証申請人名簿)
- Invitation Letter (招待状)
- Documents on the Inviting Organization (在職証明書)

* If you **need only an electronic version of an invitation letter (招待状)** to apply for permission from your organization to attend the congress, please contact: info@sces2019.org It's free of charge.

3. Conditions for the issuance of the document

Only those who meet all of the following requirements are eligible to receive the assistance;

- (A) You have submitted your abstract.
- (B) Your presentation has been accepted.
- (C) You have completed online registration.
- (D) Your registration fee and visa supporting fee (JPY 15,000) have been paid.
- (E) If you wish to bring any accompanying persons and request the visa support for him/her with yours, he/she must be your legal spouse or children.

- To complete (C) & (D), please make a registration on the registration page and complete the payment both for registration fee and visa supporting fee.

Registration site: <http://sces2019.org/registration.html>

- To pay for visa supporting fee, please select "Need" at Visa section on the "Option" page and settle the payment (JPY 15,000 per person: including handling charge and shipping costs of the documents one time)

4. Steps to request the visa supporting documents

- Please contact SCES'19 registration desk by e-mail (sces2019-regist@or.knt.co.jp) with your abstract submission ID and registration ID.
- After the registration desk confirms your abstract has been accepted and relevant payment has been confirmed, further steps will be announced by e-mail.
- When the documents are ready, they will be sent to you by express delivery service. You shall then present it at the Japanese embassy in your country in order to receive a visa for the Congress. **We strongly advise you to apply at least one month prior the conference.**

Contact

SCES'19 Registration Desk

E-mail: sces2019-regist@or.knt.co.jp

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