

Visa Document Support / Visa for entry to Japan

(Issuance of Visa Application Related Document)

The acceptance of Visa Document Support requests will begin in early March 2025.

Please read the following information before applying for visa support.

Application Deadline: May 1

* This deadline and visa support documents do not guarantee visa approval.

* Visa application support for accompanying persons are only eligible for legal spouse or children.

Applicants must meet all the following conditions to request our visa documents support:

- **1. You are the presenter / author / co-author of an accepted abstract.**
- **2. You have completed the online registration.**
- **3. Your registration fee have been paid.**

Visa guarantee period

From June 1 to June 8, 2025

If you wish to extend your stay before or after the guaranteed conference period, you may apply for a tourist visa at the discretion of the Japanese Embassy or Consulate.

The following documents will be issued to the applicants who has meet all the above conditions:

- **a. Invitation Letter**
- **b. Letter of guarantee**
- **c. Letter of reason for invitation**
- **d. Schedule of stay**
- **e. Certificate of Employment of Guarantor**

* The mentioned deadline does not guarantee the approval of Visa.

* The VISA application to the Embassy or Consulate-General of Japan in your country should be completed on your own responsibility.

* Fees to be paid to the Japanese Embassy or Consulate for visa application and issuance, transportation and communication expenses are on applicant's account.

* All visa application documents will be sent to applicant in PDF format by email.

* The original visa application documents will be sent to you by EMS if the local Japanese embassy or consulate requires the original visa application documents. Kindly note that the postage in such cases must be paid by the applicant in advance.

* Kindly note that we will not accept any visa support applications more than 3 months before your departure date.

* Depending on the visa application process, the embassy or consulate may take more than one month to issue the visa. We recommend applying for a visa about 1.5 months before your departure date.

* Kindly confirm the latest information on your own responsibility including checking the following URL regularly.

< Website of Ministry of Foreign Affairs of Japan >

Visa: https://www.mofa.go.jp/j_info/visit/visa/index.html

Exemption of Visa (Short-Term Stay): https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

Websites of Japanese Embassies, Consulates and Permanent Missions:

https://www.mofa.go.jp/about/emb_cons/mofaserv.html

In order to prepare visa application documents, we need the following information.

Please prepare those at your hand when you contact visa support desk.

- **1. Copy of your passport (in PDF or image files)**
- **2. Occupation**
- **3. Embassy or Consulate-General where you will apply your visa.**
- **4. Flight information (Date/Flight number):**
 - Arrival in Japan
 - Departure from Japan
- **5. The place of stay:**
 - Name of hotel/accommodation -Check-in/Check-out date
- **6. Your submission number (C*****) and registration number (A*****) .**