**Visa Arrangement Request Form**

By applicant’s request, the Japan Meteorological Agency (JMA) will issue necessary documents (letter of reason for invitation, letter of guarantee and schedule of stay) for WGNE/PDEF participant who needs entering visa to Japan.

**1. Information of the applicant**

|  |  |  |
| --- | --- | --- |
| Full name: |  | |
| *Note: It must be the same spelling as the name in applicant's passport.* | | |
| Nationality: |  | |
| Occupation: |  | |
| Sex: | male | female |
| Date of birth: | / / (day/month/year) | |

**2. Embassy/Consulate to apply**

|  |  |
| --- | --- |
| Embassy /  Consulate of Japan in |  |

**3. Additional requests**

|  |
| --- |
| Issue list of visa applicants\*1 as well  I will apply for a visa together with ( ). |
| Send the original documents\*2 via snail mail to: |
|  |

*\*1: This request form should be prepared for each applicant. In case you will apply for a visa together with other officers, please request this list.*

*\*2: Most Embassies/Consulates of Japan require original documents. If you wish to apply for a visa to the Embassies/Consulates with copy documents (printed from scanned pdf), please ask the Embassies/Consulates in advance to make sure if those copy documents will be accepted.*

**4. Schedule of stay**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Arrival | At: | Date: | | Flight number: |
| Departure | From: | Date: | | Flight number: |
| Hotel | Name: | | Phone number: | |
| If you plan any activity other than participating in the meeting, please provide details. | | | | |
|  | | | | |

* Send this form to ***wgne\_pdef\_2018@npd.kishou.go.jp*****by 16th August 2018**.
* Send **your passport copy** as well. If you have no passport, ask JMA about alternative ways.
* The *flight numbers* and *hotel* may be left blank if they have not determined yet. Fill in the *arrival/departure airport* and *dates* as you plan.