**Invitation Letter Request Form**

To issue an invitation letter for your Japan’s entry VISA, you must first register and pay for your conference registration in full. Following your registration, we need **your personal information** and **your travel schedule** in English, so please fill following tables and send to [icccbe2016@see.eng.osaka-u.ac.jp](mailto:icccbe2016@see.eng.osaka-u.ac.jp) with the title of “ICCCBE2016 Request Form for an Invitation Letter” as soon as possible.

If your nationality is Chinese, please also provide the following information in Chinese characters in the same blank as well. Please refer to the sample forms 1 and 2, at the end of the page.

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|  | | | |
| Nationality | | | |
|  | | | |
| Professional Affiliation (e.g., Xxxx University, Department of Yyyy) | | | |
|  | | | |
| Title (e.g., Professor, Associate Professor) | | | |
|  | | | |
| Surname | | | |
|  | | | |
| Given name | | | |
|  | | | |
| Middle name (if any) | | | Birth date (dd/mm/yyyy) (e.g., 25/04/1970) |
|  | | |  |
| Age | | | Sex: Male or Female |
|  | | |  |
| Relationship with the registered conference participant (if any) | | | |
|  | | | |
| Place of Japanese Embassy or Japan Consulate where you will apply for a visa | | | |
|  | | | |
| Your postal code | Your mailing address ( postal address ) | | |
|  |  | | |
| Your phone number | | | |
|  | | | |
| Paper number | | Names of authors | |
|  | |  | |
| Title of the paper | | | |
|  | | | |
| Are you a presenter of the paper ? | | | |
|  | | | |

If you have accompanying persons, please copy and paste above table and provide the same type of information for each accompanying person.

Your detailed chronological travel plan:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Activity | Contacts  (with TEL No.) | Accommodation  (with TEL No.) |
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Example 1:

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Nationality | | | |
| Chinese | | | |
| Professional Affiliation (e.g., Xxxx University, Department of Yyyy) | | | |
| National University, Department of Engineering | | | |
| Title (e.g., Professor, Associate Professor) | | | |
| Professor | | | |
| Surname | | | |
| XXXXX (Chinese character of XXXXX) | | | |
| Given name | | | |
| YYYYY （Chinese Character of YYYYY） | | | |
| Middle name (if any) | | | Birth date (dd/mm/yyyy) (e.g., 25/04/1970) |
|  | | |  |
| Age | | | Sex: Male or Female |
|  | | |  |
| Relationship with the registered conference participant (if any) | | | |
|  | | | |
| Place of Japanese Embassy or Japan Consulate where you will apply for a visa | | | |
| the Japanese Embassy in Beijing | | | |
| Your postal code | Your mailing address ( postal address ) | | |
|  |  | | |
| Your phone number | | | |
|  | | | |
| Paper number | | Names of authors | |
| XXX | |  | |
| Title of the paper | | | |
|  | | | |
| Names of authors | | | |
|  | | | |
| Are you a presenter of the paper? | | | |
| Yes | | | |

Example 2:

|  |  |  |  |
| --- | --- | --- | --- |
| Date (mm/dd) | Activity | Contacts  (with TEL No.) | Accommodation  (with TEL No.) |
| 7/5 | Leave Beijing Airport by JL5656  Arrive at Kansai Airport | Prof. Nobuyoshi Yabuki (TEL: 06-6879-7660) | RIHGA Royal Hotel Osaka  (TEL: 06-6448-1121) |
| 7/6 | Attend International Conference on Computing in Civil and Building Engineering (ICCCBE2016) | Prof. Nobuyoshi Yabuki  (TEL: 06-6879-7660) | RIHGA Royal Hotel Osaka  (TEL: 06-6448-1121) |
| 7/7 | Attend International Conference on Computing in Civil and Building Engineering (ICCCBE2016) | Prof. Nobuyoshi Yabuki  (TEL: 06-6879-7660) | RIHGA Royal Hotel Osaka  (TEL: 06-6448-1121) |
| 7/8 | Attend International Conference on Computing in Civil and Building Engineering (ICCCBE2016) | Prof. Nobuyoshi Yabuki  (TEL: 06-6879-7660) | RIHGA Royal Hotel Osaka  (TEL: 06-6448-1121) |
| 7/9 | Leave Kansai Airport by JL5657  Arrive at Beijing Airport |  |  |