Letter of Invitation

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

**Inviting Person**

(When an inviting person and a guarantor are the same, you may write “Same as guarantor”

Full Name: Same as guarantor

Address: 〒 - Same as guarantor

Telephone number: Same as guarantor

[Fill in the following contact information when the company/organization is extending the invitation.]

Full Name:

Telephone number: ( ) - (Extension )

Department/Division:

**Visa Applicant**

(Write the applicant’s name in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative’s status below, and attach a list of all applicants.)

Full name (in Latin alphabet): (□Male/□Female)

(Number of additional applicants (if applicable): )

Date of birth: / / (Age: )

(Year)/(Month)/(Day)

Nationality:

Occupation:

**The Purpose of inviting the above person(s) is as follows:**

(If the space bellows is insufficient, use a separate sheet of paper to give a full explanation.)

1. Purpose of invitation

The applicant is invited to attend the academic conference, 'The 26th International Conference on Non-contact Atomic Force Microscopy (NC-AFM2025),' which will take place over five days, from Sunday, August 3, to Friday, August 8, 2025, at Aubade Hall (Middle Hall) in Toyama City, Toyama Prefecture.

https://www.nims.go.jp/group/Nanoprobe/NC-AFM2025/Index.html

1. Background of invitation (Explain the background to this invitation in detail.)

The applicant specializes in the field of nanoscience and nanotechnology, utilizing non-contact atomic force microscopy and related techniques. The NC-AFM2025 International Conference offers a valuable opportunity to share and discuss a wide range of topics within these fields.

1. Relationship with visa applicant(s)

The applicant is an oral or poster presenter for NC-AFM 2025.

(Note) When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title.

(Year) 2025 (Month) (Day)

Travel Itinerary

The travel itinerary of the visa applicant and others are as follows:

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| --- | --- | --- | --- |
| **Date** | **Activity Plan** | **Contact** | **Accommodation** |
| 2025/MM/DD | Enter Japan  XX Airport (country) - YY Airport (Japan) | Airline name, Flight number (if you have already booked or you will book) |  |
| 2025/MM/DD |  | Address  TEL | Full name of hotel 1 |
| 2025/MM/DD |  | Address  TEL | Same as above |
| 2025/MM/DD |  | Address  TEL | Same as above |
| 2025/MM/DD |  | Address  TEL | Full name of hotel 2 |
| 2025/MM/DD | Depart from Japan  YY Airport (Japan) - XX Airport (country | Airline name, Flight number (if you have already booked or you will book) |  |
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Letter of Guarantee

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

**Visa Applicant**

(Write the applicant’s name in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative’s status below, and attach a list of all applicants.)

Full name (in Latin alphabet):

(□Male/□Female)

(Number of additional applicants (if applicable): )

Date of birth: / / (Age: )

(Year)/(Month)/(Day)

Nationality:

Occupation:

**I guarantee the followings regarding the above-mentioned applicant’s entry into Japan:**

1. **Expenses for the applicant’s stay in Japan**
2. **Return travel expenses**
3. **Compliance with Japanese laws and regulations**

**I hereby declare that the above is true.**

**Guarantor**

Full Name:

Date of birth: / / (Age: )

(Year)/(Month)/(Day)

Address: 〒 -

Telephone number: ( ) - (Extension )

Fax number: ( ) -

Occupation/Name of organization:

Relationship with the visa applicant(s):

[Fill in the following contact information when the company/organization is extending the invitation.]

Full Name:

Telephone number: ( ) - (Extension )

Fax number: ( ) -

Department/Division:

(Note) When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title.