**EU-Japan Fest Japan Committee**

**Application Form to welcome you to Japan**

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| **1. Organization (or personal) name:** |
| **2. Your place(City, Country):**  |
| **3. Genre (please tick off the genre of your activity) :** [ ] Design [ ] Fine Arts [ ] Photography [ ] Literature [ ] Music [ ] People-to-people[ ] Performing Arts [ ] Regional Activity [ ] Youth program [ ] Others [ ] Traditional Culture |
| **4. Purpose of your visit to Japan:** |
| **5. Information on your visit to Japan**1) Your travel dates Arrival: Leaving:2) The name of person /organization you wish to meet in Japan:3) Schedule of your research and meetings in Japan: |
| **6. Profile of the applicant:**In English (within approx. 120words): |
| **7. Portrait of the applicant**Submit your portrait with the following size by jpeg file by e-mail.  Data size must be more than 1MB (1200 x 1600 pixels) |
| **8. Applicant’s information for financial formalities**Your nationality:The place where you are to pay tax: Your taxpayer Identification number:  |
| **9. Contact of Applicant** Name:Title:Organization: Address:TEL:E-mail:URL:  |
| **Question ONLY for applicants who live and pay your tax in following countries:****Cyprus, Malta, Greece, Iceland, Estonia, Latvia, Croatia, Serbia, Slovenia, Albania, San Marino:**Due to No Bilateral Taxation Treaty, Japanese tax office is to collect 20% taxes of this payment. You have 2 options to receive the grant as follows. Let us know your choice: Please tick off (☑)the box. [ ]  Option1: You will pay 20% taxes (20,000Yen) to Japanese Government and receive the rest of money (80,000Yen) from us. [ ]  Option2: You will submit the original receipts of the costs to us (airfare, hotel, meals, local transportation, etc.) which is equivalent 100,000 Yen in order to prove to Japanese tax office that this amount is used as “costs”, not “fee”. Thereby you will receive 100,000 Yen. |

**[Information]**

1) Amount of our financial support: **100,000Yen in total per person**

2) How to pay: We will make the payment in cash (Yen) upon your arrival.

3) Air: Please book a discount flight ticket at the website or travel agency.

Let us know your detailed flight schedule in advance.

4) Hotel: If you need my help to book it, please let us know.

**[Requirements]**

**1) BEFORE your visit:**

To let us know your meeting schedule in Japan.

**2) AFTER your visit:**

To send us the followings within 30 days from your leaving date.

      \***Research travel report form**

        -The designated form (excel file) will be sent you after decision of support.

       \***5-10 photos** of your research/meetings in Japan with high definition

-The data size should be more than 1MB or 1200x1600 pixels

**Check the followings and tick off (☑)the boxes.**

☐I filled all items of application and attached my portrait by jpeg file with requested format.

☐ I attached the Support Request Letter from European Capital of Culture to EU-Japan Fest

by PDF.

☐ **I agreed to submit research travel report and photos of your research in Japan within 30 days from my leaving date.**

 **[This is very important for future collaboration!]**

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Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

* Be sure to fill in all information required in the application forms.
* Please send us the application by PDF and your portrait by jpeg.
* If your application is not signed or if any item is missing, your application will be returned to you and your will have to re-submit it.
* Joint application is not acceptable. If you plan to apply with your research /project partner, you should prepare and submit application for each person.