



# < Passport and Visa >

© **All participants in Leadership Achievement Seminar must hold a passport which is valid for at least 90 days when leaving Italy/3 months when leaving France**

**Therefore, your passport must be valid until February 18, 2014.**

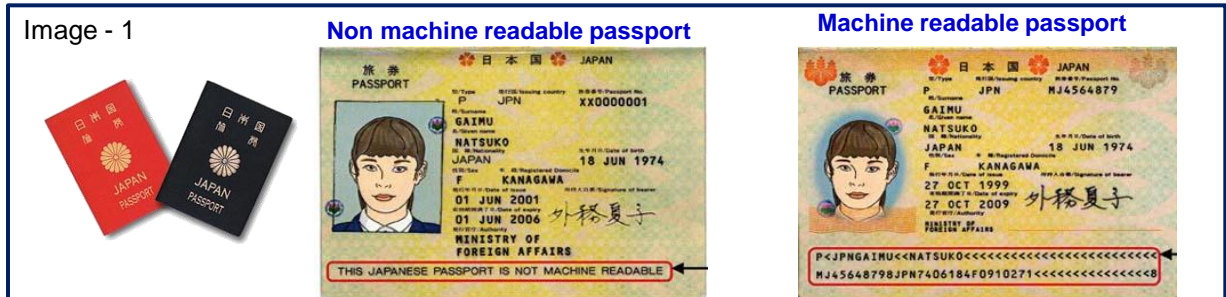
\*Both Italy and France where LAS is held this time are “a member state of the Schengen Agreement”. Therefore, if you are changing planes in a country which is also “a member state of the Schengen Agreement”, you must go through immigration at the transit airport under the rules of the country before boarding a connecting flight, but the required period of the passport validity may vary depending on the country. The above date (**February 18, 2014**) was calculated based on the policy of France which requires the longest passport validity.

[The Schengen Area] Austria, Belgium, Denmark, Czech Republic, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherland, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Liechtenstein

## 1. Passport

- (1) All participants should check the passport expiration date.
- (2) Your passport must be embedded with an IC chip or machine-readable to enter Italy due to anti-terrorism policy. All passports issued in Japan are with IC chip or machine-readable. However, if your passport was issued overseas, there is a chance that it isn't. Please check if your passport is machine-readable or not, referring to the “Image -1” below. (Example) You lived overseas for a long period and extended your passport at Japanese Consulate, etc.
- (3) **If you don't have a passport, please apply immediately.** (Please submit a copy of Photograph Page to Amway Desk after obtaining a new passport. **FAX: 03-3225-1005**)

		Details and Procedures
(A)	If you have changed your name	Please submit copies of the Amendments and Endorsements Page (If it says SEE PAGE 4, please submit a copy of page “4”) and the Photograph Page.
(B)	If you do not have a passport	Please contact the passport division in the municipality where you have registered your residency and apply for a new passport immediately. Please submit a copy of Photograph Page to Amway Desk after obtaining a new passport.
(C)	If your passport validity is not long enough	
(D)	If your nationality is other than Japanese	Depending on your nationality, you may need to apply for a visa. Please read the information below and contact Amway Desk. *It may take some time to obtain a visa, so please contact immediately.



## 2. Visa

If you have Japanese/Korean/American/British/Australian nationality, you do not need a visa to visit Italy or France as a tourist for less than 90 days. However, this is not applicable for some foreign nationals or those who are required to obtain a visa, so if you need to apply for a visa, please contact Amway Desk. (Examples of nationals who are required to obtain a Schengen Tourist Visa are listed below.)

[Examples of nationals who are required to obtain Schengen Tourist Visa ]

China, India, Indonesia, Pakistan, Myanmar, Russia, Ukraine, Middle-eastern countries, Taiwan, North Korea, etc.

\*Foreign nationals (permanent resident in Japan) are also required to present “Residence Card” or “Special Permanent Resident Certificate” with passport upon departure from Japan. There is no need to apply for “re-entry permit”. Please visit the following website for more details:

<<Ministry of Justice: Immigration Bureau of Japan: [http://www.immi-moj.go.jp/newimmiact\\_1/point\\_3-4.html](http://www.immi-moj.go.jp/newimmiact_1/point_3-4.html)>>

**After obtaining a new passport, please send a copy of the Photograph Page by October 21, 2013 (Mon.) to Amway Desk. (FAX : 03-3225-1005)**

## < Applying for a tourist visa in advance >

Depending on your nationality, you may need to obtain a Schengen Tourist Visa. Please read below for more details. If you have any questions, or if your nationality is listed below, please contact [Amway Desk](#).

### Examples of nationals who are required to obtain a Schengen Tourist Visa

Afghanistan, Algeria, Angola, Armenia, Azerbaijan, Bahrain, Bangladesh, Belarus, China, Egypt, Georgia, India, Indonesia, Iran, Iraq, Jordan, Kazakhstan, Kyrgyzstan, Lebanon, Libya, Morocco, Moldova, Mongolia, North Korea, Nepal, Nigeria, Russia, Pakistan, Saudi Arabia, Sudan, Syria, Tunisia, Tajikistan, Ukraine, Uzbekistan

### <Obtaining a Schengen Tourist Visa>

**If you are a foreign national and need a Schengen Tourist Visa, you need to apply to the country where you are staying for the longest period. (This time, if you are traveling based on our official itinerary, you should apply for a visa at the Embassy of Italy.) Please note that applicant must submit the application in person to the Italian Embassy and Amway cannot go through the procedure for you.** For more information, please see the website of the Embassy of Italy. (Italian/Japanese available)

URL: [http://www.ambtokyo.esteri.it/Ambasciata\\_Tokyo/Menu/Informazioni\\_e\\_servizi/Visti](http://www.ambtokyo.esteri.it/Ambasciata_Tokyo/Menu/Informazioni_e_servizi/Visti)

The costs involved in obtaining the visa should be borne by the applicant. (Costs for preparing documents, postage, transportation (accommodation) fee to visit the Embassy, and Visa application fee).

#### 1. Documents to be prepared \*All documents should be submitted in A4 size.

- ① Application Form \*Type C
- ② 1 recent color photograph (4.5cm x 3.5cm) \*Attach to the application form
- ③ Passport \*Must be valid until February 18, 2014
- ④ Residence Card (Original and copy of both sides)
- ⑤ Detailed travel itinerary in English
- ⑥ Booked air tickets/e-tickets (for return trip), or proof of ticket booking in English issued by travel agency or airline company  
\*The proof of booking in English will be sent to those who use Amway's Official Flight service at the beginning of October when the flight is confirmed.
- ⑦ Hotel voucher or proof of hotel booking \*The proof of booking will be sent at the beginning of October.
- ⑧ International travel insurance for medical expenses during the period of stay in Italy (Minimum coverage of €30,000)
- ⑨ Bank book (With 6 months of transaction history)
- ⑩ Visa application fee: Equivalent to €60 (The exchange rate may vary depending on the rate used by the Embassy.)

#### 2. How to apply

**Applicant must submit the application in person to either the Embassy (in Tokyo) or the General Consulate (in Osaka) according to the area you live in.**

##### ■ Embassy of Italy

2-5-4, Mita, Minato-ku, Tokyo 108-8302

Tel: 03-3453-5291~3

Visa applications: 9:30 - 11:30 (Monday to Friday), Inquiry: 14:30 - 17:30 (Monday to Friday)

Accept applicants from: Hokkaido, Tohoku, Kanto, Niigata, Nagano, Yamanashi, Shizuoka

URL : [http://www.ambtokyo.esteri.it/ambasciata\\_tokyo](http://www.ambtokyo.esteri.it/ambasciata_tokyo)

##### ■ General Consulate of Italy

Nakanoshima Festival Tower 17F, 2-3-18, Nakanoshima, Kita-ku, Osaka 530-0005

Tel: 06-4706-5820, 06-4706-5841

Visa applications: 9:30-12:30 (Monday to Friday)

Accept applicants from: Toyama, Ishikawa, Fukui, Gifu, Aichi, Kinki, Chugoku, Shikoku, Kyushu, Okinawa

URL : [http://www.consosaka.esteri.it/Consolato\\_Osaka](http://www.consosaka.esteri.it/Consolato_Osaka)

#### 3. Visa Application Processing Time

It may take up to 90 days from the date it is submitted, so please apply well in advance. The grant or refusal of a visa is the sole discretion of the Embassy or Consulate.

Nippon Travel Agency Co., Ltd., Shinjuku Corporate Sales Division, **Amway Desk**

**TEL: 03-5369-3911 FAX: 03-3225-1005**

Opening Hours: Weekdays 09:30 - 17:30

\*Closed on Saturdays/Sundays/Holidays

Staff in charge: Iwata, Hinatsu, Suzuki (Aya)