

## Notice of Return to Japan after Participation in an International Academic Conference

Date: \_\_\_\_\_  
*Year / Month / Date*

Affiliation: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_ Seal

To the University President:

I hereby give notice that I participated in an international academic conference as a ( lecturer research presenter chairperson) and then returned to Japan as stated below. (Check the applicable role.)

Name of international academic conference	
Period of participation (Period of your travel)	Date: _____ ~ Date: _____ (Date: _____ ~ Date: _____)
Country and city where the conference was held	
Date of return to Japan	Date: _____ <i>Year / Month / Date</i>
Notes	

Accompanying documents:

1. Copy of passport (the pages with your facial photo and with immigration stamps)
2. Record of schedule and activities for participation in the international academic conference (as prescribed)

University President	Office Manager for Settlement	Affiliation	
		Dean	Office Manager