

## How to fill out the travel itinerary

- The scheduled date of arrival and departure must be included.
- The activity plan should be detailed. Please do not only write city names or “sightseeing”.
- It is no problem if you are unsure about the exact dates of your activities. The itinerary is only your plan at the time of application, and can be changed later.

**Example for tourism** \* Please do write your own, actual plan.

Date	Activity Plan	Contact	Accommodation
April 1, 2025	arrival at ____ airport, transfer to hotel	phone number of accommodation	name or address of accommodation (for Airbnb, please note “Airbnb”)
April 2 - 8	Tokyo sightseeing (Skytree, ____ area, visit ____ Museum, shopping in ____)		same as above
	possible day trips: Kamakura, Yokohama		same as above
April 8 - 11	Kyoto sightseeing (Kinkakuji, ____ area, experience a tea ceremony)	phone number of accommodation	name of accommodation (or “to be booked”)
April 11 - 15	Osaka sightseeing (____ area, Osaka Castle, try local foods like ____)	phone number of accommodation	name of accommodation (or “to be booked”)
April 15	departure from ____ airport		same as above

**Example for a business trip** \* Please do write your own, actual plan.

Date	Activity Plan	Contact	Accommodation
April 1, 2025	arrival at ____ airport	name of your Japanese contact person	name or address of accommodation
April 2 - 5	meetings at ____ (company)		same as above
April 6 - 7	free time for the weekend		same as above
April 8	workshop at ____ (company)		same as above
April 9	departure from ____ airport		same as above