**Information on receiving visits from overseas administrative agencies**

Thank you for your interest in the municipal administration of the City of Tsukuba. In recent years, the number of visit requests to Tsukuba has increased rapidly. Therefore, if you wish to conduct administrative visits to the City's projects, please read through the following instruction before applying and help us receive visits smoothly.

1. Arrangement for visits
	1. In principle, we only accept visit requests from administrative agencies.
	2. In general, we cannot receive visits during the council session (March, June, September, December and its preparation period). For exact dates, please contact us.
	3. For schedules other than the council sessions, such as that of the department(s) in charge, we may not be able to receive any visit.
	4. Please submit your application at least three months before the desired visit date.
	5. Please refrain from adding or changing visit items after submitting your application.
	6. The Tsukuba Smart City Council can accommodate visits related to the following topics for a fee of \100,000 per day.
* Super City Special National Strategic Zone
* Business activities by the Tsukuba Smart City Council

Requests can be submitted via the following link (available in Japanese only):

https://tsukubasmartcity.jp/ja/site-visit-application/

1. How to apply
	1. Please fill in the necessary information of Administrative visit application form (Excel) (Japanese, English or Chinese) and send it to the following e-mail address.
	2. After we check the dates and coordinate the schedule, we will contact you whether we can receive your visit.
	3. If you don't receive a reply from us within one week, please contact International Affairs Division of the Tsukuba City Hall by phone (TEL: +81-29-883-1301).
	Reception hours: 8:45am-4:30pm on weekdays(excluding 12/29-1/3).

Contact

International Affairs Division

Tsukuba City Hall, Kenkyugakuen 1-1-1,
 Tsukuba City, Ibaraki Pref., 305-8555

TEL: +81-29-883-1301

E-mail ctz036@city.tsukuba.lg.jp

**Administrative visit application form for the City of Tsukuba**

Application date: YYYY/MM/DD

|  |  |
| --- | --- |
| Name of the Administrative Institution |  |
| Name of the Mission |  |
| Date and time of visit | 1st choice | 20YY/MM/DD ( ) About XX minutes between HH:MM and HH:MM |
| 2nd choice | 20YY/MM/DD ( ) About XX minutes between HH:MM and HH:MM |
| Number of the delegation | **Total** | **people** |
| \* Please fill in the name list for details. You can alternatively attach the list in the annex. |
| Interpreter | Language: | \* Please be sure to arrange an interpreter on your own. |
| Applicant | Organization |  | TEL |  |
| Job title |  | Fax |  |
| Name |  | Email |  |
| Address |  |
| Person in charge during the visit | Organization |  | TEL |  |
| Job title |  | Fax |  |
| Name |  | Email |  |
| Address |  | Emergency contact during the visit |  |
| Name list | No. | Organization | Job title | Name | Name in JapaneseKatakana (if possible) | Mr/Ms/Dr |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| Language in which you would like reference materials to be provided | Japanese | English | Chinese |
| \* Some materials are only available in Japanese. |
| Transportation to Tsukuba | Tsukuba Express | Bus (capacity: for X people) | Other (specify: ) |
| Itinerary |  |
| Have you already requested a visit to the Tsukuba Smart City Council? | Yes | No |
| Would you like to pay a courtesy call to the mayor? | Yes | No |
| \* Depending on the mayor's schedule, we may not be able to meet your request. |
| Other requests |  |
| <Purpose and contents of the visit> | \* Please refrain from adding or changing visit items after application.\* Please fill in as much detail as possible so we can coordinate the best division(s) in charge based on the contents of this column.\* If you do not fill in this column in detail, we may refuse to accept your visit. |
| Regarding the visit | Objective |
|  |
| <Nature of the visit>(multiple choice allowed) | Exchange of views | Lecture | Other(Specify: ) |
| Contents |
|  |
| Your questions \* Please fill in as much detail as possible (they can be in bullet points). |
|  |
| \* We will contact you at a later date regarding the availability of visit after coordinating with the relevant divisions. |
| To be used byTsukuba City Hall | 課長 | 課長補佐 | 係長 | 係員 |
|  |  |  |  |