

## Administrative visit application form for the City of Tsukuba

Application date: YYYY/MM/DD

Name of the Administrative Institution	<input type="checkbox"/> <input type="checkbox"/> City, XXX (Country name)					
Name of the Mission	(Name of the organization) ○○ Committee					
Date and time of visit	1st choice	20○○/○/○ (Wednesday) 45 minutes between 12:30 pm and 2:30 pm				
	2nd choice	20○○/○/○ (Wednesday) 45 minutes between 12:30 pm and 2:30 pm				
Number of the delegation	Total	8 people				
	* Please fill in the name list for details. You can alternatively attach the list in the annex.					
	Interpreter	Language: Chinese		* Please be sure to arrange an interpreter on your own.		
Applicant	Organization	International Division, ×× City		TEL	○○○-○○○-○○○○ (Ext. ××)	
	Job title	Chief		Fax	□□□-□□□-□□□□	
	Name	Tsukuba Hanako		Email	△△△@△△.××.○○	
	Address	×× City △△ 1-1-1				
Person in charge during the visit	Organization	×× City ○○ Committee		TEL	○○○-○○○-○○○○(Ext. □□)	
	Job title	Deputy chief		Fax	△△△-△△△-△△△△	
	Name	Tsukuba Taro		Email	□□□@△△.××.○○	
	Address	×× City △△ 1-1-1		Emergency contact during the visit	090-□□□□-△△△△	
Name list	No.	Organization	Job title	Name	Name in Japanese Katakana (if possible)	Mr/Ms/Dr
	1	×× City ○○ Committee	Deputy chief	Tsukuba Taro	tsukuba taro	Mr
	2	×× City ○○ Committee	○○	□□ □□	□□ □□	Dr
	3	×× City ○○ Committee	○○	□□ □□	□□ □□	Ms
	4	×× City ○○ Committee	○○	□□ □□	□□ □□	Mr
	5	×× City ○○ Committee	○○	□□ □□	□□ □□	Mr
	6	×× City ○○ Committee	○○	□□ □□	□□ □□	Ms
	7	×× City ○○ Committee	○○	□□ □□	□□ □□	Ms
	8	×× City ○○ Committee	○○	□□ □□	□□ □□	Mr
	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	×× airport(9:00) → JR ×× station (10:00) → Tokyo Station (10:30) → Akihabara Station(10:40) → Kenkyu Gakuen Station(12:00) → Tsukuba City Hall(12:15)→ Research institute within the city(14:30) (Will use a loop bus in Tsukuba)					

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			
	To learn about multicultural symbiotic policies of the City of Tsukuba with relatively high ratio of foreign nationals to its total population compared to other municipalities in Japan. We hope to find some takeaways we may be able to apply in our city with increasing number of foreign residents.			
	<Nature of the visit> (multiple choice allowed)	Exchange of views	Lecture	Other(Specify: )
	Contents			
	<ul style="list-style-type: none"> <li>• Whether there are basic guidelines for implementing multicultural symbiotic policies. If any, contents of such guidelines.</li> <li>• Whether information is disseminated in multiple languages. If so, how it is done</li> <li>• Dealing with people who cannot speak the national language (Japanese in the case of Tsukuba) such as language classes, international school, etc. If any, what are the particular measures and whether they are different for adults / children</li> <li>• Is there a consultation desk for foreigners? If so, number and overview of consultations handled.</li> <li>• Is there anything to help both Japanese and foreign residents to deepen international understanding?</li> <li>• Are there occasions and places for Japanese and foreign residents to interact with each other? If affirmative, how are they operated/provided?</li> <li>• SDGs are promoted globally, but what role does the city's international division play in particular? If it plays a role, what role does it play?</li> </ul>			
	Your questions * Please fill in as much detail as possible (they can be in bullet points).			
<ul style="list-style-type: none"> <li>• According to the website, there are approximately 9,000 foreign nationals residing in the City of Tsukuba and it seems like the ratio of foreigners to the total population is relatively high compared to other municipalities in Japan. Is there anything in particular you are paying attention to both foreign residents and Japanese residents given this notable presence of foreigners?</li> <li>• Is there any effective measures to help Japanese residents and foreign residents to live together? I'd like to know them if any.</li> <li>• Is there any issues arising from the increasing number of foreign residents? I'd like to know if there were any measures taken to solve them.</li> </ul>				
* We will contact you at a later date regarding the availability of visit after coordinating with the relevant divisions.				
To be used by Tsukuba City Hall	課長	課長補佐	係長	係員