

(Example of description)

* Following is an example of description for your personal information and itinerary.

* All the information is needed to prepare documents for your visa application.

Please do not forget to fill all the column.

Personal Information

Last Name (Family Name)	Middle Name	First Name (Given Name)
Jiki	-	Taro
Nationality	Sex	Passport Number
Japanese	Male	TF1025XXXXX
Date of Birth (Month/Day/Year)	Title	Job Position
January / 25 / 1973	Dr.	Assistant Professor
Department / Affiliation		
Department of Material Science, xxxx University		
Postal address (where the documents will be sent)		
Zip code	Country	Embassy / Consulate of Malaysia, where you apply for Visa
101-0052		Consulate General of USA in Shanghai
Phone	Fax	E-mail

Itinerary

Date	Activity Plan	Contact	Accommodation
2018/ XX / XX	Arrive in JFK Airport on abroad flight UA XXX		
XX / XX ~ XX / XX	Surface transport and sightseeing	Mobile Phone: Tel: 090-1234-MMMM	XXXX Hotel Tel: 03-1234-XXXX
2018/ XX / XX	Depart from JFK Airport on abroad flight UA XXX		