

Part 4 APPLICATION PROCEDURE

4.1 VISITOR REGISTRATION

- Please register as a visitor. Go to **【Visitor】** → **【Reserve your ticket】**

4.2 ONLINE APPLICATION

- Apply at the following link "**Apply Now!**".

4.3 APPLICATION FORM COMPLETION

- Please fill up all required information completely in the application form.

4.4 DOCUMENTS SUBMISSION

- Once international visitor has submitted the application form, please help to send required documents: Valid Passport Copy and Business Registration Certificate Copy to us via email: imt@kaigo.com.tw (Please make sure the email subject as "Application Form for IMT Accommodation Subsidy."
 - I. Valid Passport Copy
 - II. Business Registration Certificate Copy (for the companies without website only).

4.5 APPLICATION APPROVAL

- **BOFT** and IMT Organizer will evaluate if all the requirements are met and reserve the right to decide on approval of application. An **Approval Letter** will be sent via email after the evaluation.
- Successful applications will receive the **Approval Letter** confirming their '**Subsidized International Visitor**' status via email within two weeks after application has been processed and approved. If the application is not approved, no further notification will be provided by the Organizer.

4.6 HOTEL RESERVATION

- While successful applications receive the **Approval Letter**, will receive the hotel reservation form, too.
- After receive the filled reservation form from the International Visitor, IMT Organizer will reserve the hotel accordingly and send back the confirmation to the International Visitor.