

ICEF Asia

For international educators, service providers, and student recruitment agents from China and other Asian countries



Grand Millennium Beijing • October 16 - 18, 2019



Invitation Letter Application (Business Visa)

Please note that invitation letters are issued by a third-party supplier, Beijing Hongyuzhenghui Technology Co. Ltd., against a small processing fee. Deadline for invitation letter requests is September 16, 2019. Please note that the official invitation letter can only be issued for the period of the event: October 16 - 19, 2019.

Organisation Details

Company Name _____ Department _____

First Representative

Pdf required only, **EUR 50**

Original documents required, **EUR 50 + EUR 35** (courier charge)

Mr Ms First Name _____ Last Name _____

Date of Birth _____ Passport No. _____

Position in Organisation _____ Nationality _____

Second Representative

Free of charge, if documents are prepared and sent by courier at the same time as for the first representative, otherwise the EUR 50 invitation letter charge and the EUR 35 courier charge will apply.

Mr Ms First Name _____ Last Name _____

Date of Birth _____ Passport No. _____

Position in Organisation _____ Nationality _____

*Please send us a **copy of your passport (photo page) and a travel itinerary** (covering dates of your stay and cities to be visited in China)

Sending Method

Pdf documents Email Address _____

Original documents

Mailing Street _____ Postal Code _____

City _____ Country _____

Tel _____

Chinese embassy / consulate where you will apply for a visa

Country _____ City _____

Payment

You will be invoiced for the business visa invitation letter by ICEF. Invoices are payable upon receipt and can be paid either by bank transfer or by credit card. You will find further information on the invoice.

Terms and Conditions

You will receive an invoice/receipt and a copy of the invitation letter by e-mail. The original letter (if required) will be sent to you by courier once you have confirmed that the email copy is correct and we have received your full payment. Please note that the invitation letter processing fee is non-refundable.

By returning this form you acknowledge the accuracy of information provided and agree to the terms and conditions above.

► **Fax to: +49 228 201 19 44** or ► **email to mbauz@icef.com**

*Please send us a **copy of your passport (photo page) and a travel itinerary**
(covering dates of your stay and cities to be visited in China)