

The ICEF Beijing Workshop

For international educators and student recruitment agents in China and other Asian countries



Grand Millennium Beijing • October 12 - 14, 2016



Invitation Letter Application (Business Visa)

Deadline for invitation letter requests is **September 15, 2016**. Please note that the official invitation letter can only be issued for the period of the event: **October 12 - 15, 2016**.

Organisation Details

Company Name _____ Department _____

First Representative

☐ Pdf / fax required only, **EUR 50** before September 08 and **EUR 100** after September 08
☐ Original documents required, **EUR 50** before September 08 and **EUR 100** after September 08 + **EUR 35** (courier charge)
☐ Mr ☐ Ms First Name _____ Last Name _____
Date of Birth _____ Passport No. _____
Position in Organisation _____ Nationality _____

Second Representative

☐ Pdf / fax required only, **EUR 50** before September 08 and **EUR 100** after September 08
☐ Original documents required, **EUR 50** before September 08 and **EUR 100** after September 08 (no courier charge, if documents are prepared and sent by courier at the same time as for the first representative, otherwise 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 _____ ☐ Fax documents Fax No. _____
☐ Original documents
Mailing Street _____ Postal Code _____
City _____ Country _____

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.

Name _____ Signature _____

Place and date _____

By signing 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 ahenke@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)