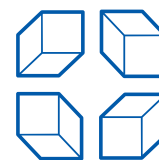


# ICEF Beijing Workshop

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



**ICEF**  
Workshops



Grand Millennium Beijing • October 10 - 12, 2018

## Invitation Letter Application (Business Visa)

Deadline for invitation letter requests is **September 10, 2018**. Please note that the official invitation letter can only be issued for the period of the event: **October 10 - 13, 2018**.

### Organisation Details

Company Name \_\_\_\_\_ Department \_\_\_\_\_

### First Representative

Pdf / fax 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 \_\_\_\_\_  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.**

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 [ahenke@icef.com](mailto: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)