**Invitation Letter Request**

**Visa letter**

If you need an invitation letter for applying a VISA, complete the provided request form and send it to the person below no later than **22 March, 2024 (Beijing time, GMT+8).** **Late submission will not be accepted.** It is recommended for each company to designate one delegate from your company to collect all the information of your delegates who need the invitation letter and to send one request e-mail by the designated person. Please contact the Chinese Embassy at your country for further information.

For you information, from 1st Jan 2019, **144-hour visa-free transit** policy for foreigners is formally implemented in Xiamen. The detailed information could be found in the following link:

[144-hours visa-free Transit Policy](https://mp.weixin.qq.com/s/_IJkw2TCqAasS7dTMvFHsg)

Please Note that:

1.Please do not forget to attach a copy of your passport photograph page before sending.

2. The maximum duration of our invitation letter can only be April 13-20 (8 days). Please ensure that your departure and arrival dates are within the specified range.

3.We will send an English invitation letter in a unified format. If your local Chinese Embassy/Consulate has any special requirements, please inform us via email in advance.

**INVITATION LETTER REQUEST FORM**

To enter China for the meetings indicated above, you may need a letter of invitation from the Chinese host, which you will need to present to the Chinese Embassy/Consulate in your area in order to obtain your visa. In order to obtain the invitation letter, please:

1. fill out the form below
2. Send it to (please reference “Invitation letter request for 3GPP RAN X/SA X/CT X meeting” as the subject):

Mr. Ruixiao BAI China Communications Standards Association (CCSA)

[ccsavisa@163.com](mailto:ccsavisa@163.com)

(It’s recommended to scan your passport page and email to us so that it’s discernible and can be used.)

Fax number: +86-10-6230 1849-4200 (if your passport page is photocopied and enlarged)

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| --- | --- | --- | --- | --- | --- |
| **Company** |  | | | | |
| Applicant Information |  | | | **❒Mr ❒Ms ❒Mrs** | |
|  | | |  | |
| **Date of birth :** | | |  | |
| **Is this your first visit to China?** | | | **\_\_ Yes \_\_\_ No** | |
| If the country in which you'll obtain your visa is different from your nationality, please indicate it here: | | | | |
| The name and the address of the Chinese Embassy/Consulate, which you are going to apply your visa.  **Name:**  **Address:** | | | | |
| **Your Address** |  | | | | |
| **Place to visit after entry** | **In this case, it is Changsha by default.** | | | | |
| **Date of arrival at China** | |  | **Date of departure from China** | |  |

End of form