**Annex 2**

**INVITATION LETTER REQUEST INFORMATION**

All foreign visitors entering China must have a valid passport. Visitors from countries **whose citizens require a visa should at the earliest time and well in advance of travel apply for a visa at a Chinese Embassy.** You may need a letter of invitation from the China host, which you will need to present to the Embassy in your area in order to obtain your visa. The visa must be requested as soon as possible and at least four (4) weeks before the start date of the meeting and obtained from the office (embassy or consulate) representing China in your country or, if there is no such office in your country, from the one that is closest to the country of departure. In order to obtain the invitation letter, please:

1. Provide the information below (**please fill in electronically**)
2. Provide the electronic copy of your passport (the name, date of birth, nationality, passport number, valid date of passport, etc. must be seen clearly)
3. Send as email attachments to [linhuan@caict.ac.cn](mailto:linhuan@caict.ac.cn) or [lihuimin1@caict.ac.cn](mailto:lihuimin1@caict.ac.cn). Please mark as reference in the subject “Invitation letter request for ITU‑T SG20 meeting” before **10November 2018**:

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

|  |  |  |  |
| --- | --- | --- | --- |
| Given name (First name) | | |  |
| Family name (Last name) | | |  |
| Gender (Male/Female) | | |  |
| Date of Birth (dd/mm/yy) | | |  |
| Place of Birth | | |  |
| Nationality | | |  |
| Passport number | | |  |
| Passport Issuing Country | | |  |
| Issuing Date (dd/mm/yy) | | |  |
| Expiry Date (dd/mm/yy) | | |  |
| Visa application office:  Embassy of the P.R. China or Consulate General/Consulate/Office? | | |  |
| If you choose Embassy, in which country will you apply for a visa? | | |  |
| If you choose Consulate General/Consulate/Office, in which city will you apply for a visa? | | |  |
| Occupation and Job title | | |  |
| Name of Company/Organization | | |  |
| Company/Organization mailing address | | Address |  |
| Postal Code |  |
| Country |  |
| Telephone number | | |  |
| Fax number | | |  |
| Email address | | |  |
| Your stay in China | Date of arrival (dd/mm/yy) | |  |
| Date of departure (dd/mm/yy) | |  |
| Days of Stay | |  |
| Reason | | |  |
| Is this your first visit to China? (yes/no) | | |  |

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