

## PROCEDURE TO GET YOUR BUSINESS VISA

As per China new regulations, every foreigner who wishes to get a business visa (F) to enter China should get first a Visa Notification Letter. This letter is now issued by China immigration authorities.

The process is as follows:

- GL China will help to get the Visa Notification Letter through Shanghai Foreign Affairs Office. For this purpose, you need to send as soon as possible a copy of **your passport + hotel booking confirmation** (with check-in and check-out dates) by email to [lynette.li@gl-events.com.cn](mailto:lynette.li@gl-events.com.cn);
- GL events China will submit these documents to local authorities to get the Visa Notification Letter;
- Once we will get the Visa Notification Letter (7 working days after submitting application), we will send the original to you;
- With this Visa Notification Letter, you will be able to apply for a business visa with copy of your passport, roundtrip air tickets, hotel booking confirmation. You will need to go to the Chinese consulate of your resident country or use the services of a visa agency.

The Visa Notification Letter service is valued at 35 US\$. Nevertheless, GL events China will offer this service to Enterprise Learning China exhibitors, speakers and delegates.

As we will deal with numerous Visa Notification Letter requests, would you please send us the required documents by **19 September 2008**.

For any further information, please contact Lynette Li ([lynette.li@gl-events.com.cn](mailto:lynette.li@gl-events.com.cn)).

Kind regards,

GL events China