



Procedure for Applying for a Media Visa for the 6 Hours of Shanghai

INVITATION LETTER APPLICATION FORM

Please complete the attached application form in full, giving all the information requested below

FULL NAME	<i>YOUR NAME AS IT APPEARS ON YOUR PASSPORT</i>
GENDER	<i>MALE or FEMALE</i>
NATIONALITY	<i>THE COUNTRY YOUR PASSPORT IS ISSUED</i>
BIRTHDAY	<i>YOUR DATE OF BIRTH</i>
PASSPORT NUMBER	<i>THE PASSPORT NUMBER</i>
PUBLICATION/ ORGANISATION	<i>WHO YOU ARE WORKING FOR</i>
COUNTRY	<i>THE COUNTRY THE PUBLICATION IS FROM</i>
ARRIVAL AND DEPARTURE DATE	<i>THE DAY YOU ARRIVE AND LEAVE CHINA</i>
NOMINATED EMBASSY/ CONSULATE	<i>THE EMBASSY WHERE YOUR INVITATION LETTER WILL BE SENT TO</i>
PROFESSION	<i>YOUR PROFESSION – JOURNALIST / PHOTOGRAPHER / TV</i>
EMAIL	<i>YOUR EMAIL ADDRESS FOR VISA COLLECTION</i>
INFORMATION	
	<i>TO BE SENT</i>
MOBILE	<i>YOUR MOBILE NUMBER</i>
FAX	<i>IF YOU HAVE A FAX NUMBER PLEASE GIVE IT. IF NOT LEAVE THIS BLANK</i>

IN ADDITION: The Shanghai Foreign Affairs Office requires a letter of introduction on company headed paper, detailing the following areas and signed by a Director or Editor.

1. Brief introduction about the media publication / website / station
2. Number of readers / viewers
3. The areas the media cover – such as sport, lifestyle etc
4. The frequency the media publishes – daily / weekly / monthly

Please return the completed document to Jeff Carter at j.carter@fiawec.com as soon as possible, but no later than **Friday 3 October 2014**

WHAT HAPPENS NOW?

Once your visa application has been submitted it will be processed by the Shanghai Foreign Affairs Office. When approved an invitation letter will be sent to your nominated embassy and you will receive an email from Jeff Carter informing you to go to the embassy.





AT THE EMBASSY / CONSULATE

We suggest that you consult your nominated embassy/consulate by phone in advance to know about the detailed application process and requirements. You will find the contact details for all Chinese missions overseas at

http://www.shfao.gov.cn/wsb/english/Guides/Foreign_Affairs_Administration/u1a14333.html

When arriving at the embassy/consulate, please indicate clearly that you are applying for the **Media Visa** and your invitation letter has been sent by **Shanghai Foreign Affair Office** to the **Press Department** of your nominated embassy/consulate.

The letters are usually sent to the embassy 7-10 days before your departure.

For more information

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A PARTNERSHIP

