

ICIF China 2026 Visa Invitation Letter Application Instructions

Invitation Process Time: May, 1st, 2026~August, 14th, 2026

1. Application Profile Preparation

1.1. Visa Invitation Letter (refer to *Attachment 1 ICIF China 2026 Invitation Letter & 附件4*)

Please rename the word document as “name of applicant”. If there are several applicants, please fill the invitation letter for each of them separately with different documents. If you need Chinese invitation letter, please instead fill *附件4 邀请函*.

1.2. Invitation Application Form (refer to *Attachment 2 Information Form*)

If there are several applicants, please fill the information of them in the following column.

1.3. Scanned Passport Identity Page

It is recommended to be valid at least 6 months after your departing day (after March 17th, 2027)

1.4. Visitor Registration Confirmation QR Code

If you are visitor to ICIF China, please first register as a visitor on en.icif.cn

1.5. Company Official Dispatch Letter (refer to *Attachment 3 Dispatch Letter sample*)

Company letterhead paper, signed and stamped;

including company brief, purpose of attending ICIF China, company and applicant's information, itinerary of all days staying in China **including visit address, contact person, hotel, flight...**, guarantee terms that the travel expenses will be borne by the company or the assigned staff themselves, and they will return on schedule.

1.6. The copy of your company's business license

2. Application Profile Submit & Review

Please submit Application Profile to zhousz@ccpitchem.org.cn

Submitted profile will be reviewed and supplementary profile may be requested.

3. Visa Invitation Issuance

Please allow **10-15 workdays** to issue the invitation letter after requested and supplementary profiles have been submitted.

The scanned invitation letter will be sent to you via email. Please check your junk mail box.

Should you need the original invitation, we will order the courier service at applicant's charge.

Notice

It is highly recommended to provide all requested information, as this will facilitate the approval process.

We could only issue visa invitation letter on behalf of the organizing committee of ICIF China. We are not authorized to issue Invitation Letter (TE), or Verification Letter of Invitation. This invitation letter is only a supplementary document. Typically, it is not mandatory for visa application.

Contact

CCPIT Sub-council of Chemical Industry

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