

邀请函须包含以下内容：

- 1、被邀请人个人信息： 姓名 性别 出生日期
- 2、被邀请人访问信息： 来华事由 / 拟抵达日期 / 拟居留地点 / 拟居留期限 / 与邀请人关系 / 旅行费用由谁支付？
- 3、邀请人信息： 姓名、联系电话、地址、邀请人签字

同时须附上邀请人的有效中国身份证复印件，正反双面。

邀请信可以通过 **email**（附件），传真的形式发送。也可以通过手机拍照发送短信后打印，但是文件内容必须清楚可读。模糊不清的邀请信将不会被接受。

An invitation letter issued by a Chinese citizen or a foreign citizen with a Chinese permanent residence permit who lives in China. The invitation letter should contain:

- A. Information on the applicant (full name, gender, date of birth, etc.)
- B. Information on the visit (purpose of visit, arrival and departure dates, place(s) to be visited, relations between the applicant and the inviting individual, financial source for expenditures)
- C. Information on the inviting individual (name, contact number, address, signature etc.)

Additional requirement: Photocopy of Chinese ID (front & back) or foreign passport and permanent residence permit of the inviting individual.

Invitation letter can be email or faxed to the applicant. Invitation letter without signature cannot be accepted.