

INVITATION LETTER REF. VISA PROCEDURE

Visa letters will only be issued to:

- people the organization knows (notification by one of the member included in the organization of the event/conference is required).
- speakers/Presenters;
- committee members;
- attendees who have paid their registration fee in full.

Letters cannot be issued for accompanying persons, even if they have paid the accompanying person ticket, if available.

Additional information can be found on the Italian Ministry of Foreign Affairs web site at http://www.esteri.it/visti/index_eng.asp.

To request a Visa Support Letter, please send an email to eventi@fbk.eu specifying in the body of the mail the following data:

- Full name (as written in the passport)
- Affiliation: organization/company name
- Mailing address
- Telephone number
- Fax number
- Birth date
- Place of birth
- Passport number and passport expiration date
- Are you a speaker/presenter? (Yes or No)
- Name of session/paper you are speaking/presenting
- Female/Male

Electronic letters will be issued promptly upon verification of paid registration. Original signed letter via regular mail has to be previously required.

Invitation letters will state the following facts:

- Conference dates, title, location
- Whether the requester is a committee member, speaker, presenter or attendee
- The requester has paid the required registration fee in full

Invitation letters will not be issued to requesters who have not previously paid the registration fee.

For more information:

Italian Ministry of Foreign Affairs web site at http://www.esteri.it/visti/index_eng.asp.

Cinformi (Centro informative per l'immigrazione della Provincia autonoma di Trento)
http://www.cinformi.it/index.php/it/servizi_e_attivita/informazioni_sull_ingresso_e_sul_soggiorno

FBK internal service:

Welcome Office <http://hr.fbk.eu/en/services/welcome-office-0>