

We have been assigned by Messe Essen to deal with invitation formalities (see enclosed letter from Messe Essen). On behalf of Messe Essen GmbH we invite foreign visitors to Messe Essen.

We need the following information for those who are to be invited:

- Full physical address of the company (no P.O. Box address)
- Full name (as written in passport)
- Date of birth
- Passport number
- Name and address of the company the person works for and position in the company
- If you would like to apply for a visa at a general consulate instead of the visa office at the embassy, we need the address, telephone and fax numbers of the general consulate.

For your convenience, we have enclosed an information form you can fill out. If you do not use the form, please make sure to provide all the necessary information.

The person to be invited must have health and accident insurance coverage during his/ her stay in Germany. The insurance has to be recognised by the German Embassy and it has to be proved there.

In addition, the purpose of travel has to be proved.

It is also helpful if you can prove that you have already reserved or booked accommodations.

The embassy or the consulate makes an effort to issue the visa within a few days. Although, depending on the local situation it can take 14 days or longer until the visa application is processed. Furthermore, a longer waiting period is possible in certain countries or during peak travelling times. In order to ensure that the process goes off smoothly, we recommend you inform yourself in good time about the waiting period or processing period at your embassy or consulate.

The following documents have to be presented for the application:

- Passport
- Passport picture
- Original application for issue of a visa
- Proof of purpose of travel
- Written invitation
- Proof of health and accident insurance coverage
- Helpful: Proof of accommodation

The visa application with all necessary documents should always be personally submitted to your local embassy or consulate. In order to avoid subsequent demands for documents you should contact your embassy/ consulate in good time and ask about local particularities in application procedures

We will send you the following documents together with the invitation:

- ✓ Written invitation
- ✓ Letter from Messe Essen in which our assignment is stated
- ✓ Information about our company
- ✓ Passport copy of the owner of Intercultural Consulting

If you engage us, we will send you the invitation and the corresponding documents by fax. At the same time, we will send the invitation and the corresponding documents to the German Embassy or Consulate by fax.

Furthermore, the original documents will be sent by courier to those who are invited or to the company for which they work. We also maintain contact with the embassy to ensure that everything goes smoothly.

We unfortunately must charge a service fee to cover our expenses.

According to our price list, our current fees are as follows:

- 65 EUR per person (invitation in one week, maximum)
- 25 EUR express surcharge (invitation by fax in one day)
- approx. 80 EUR fee for shipment per postal address

For group invitations with over 15 people we charge the following service fees:
(You'll receive one invitation letter with all names of the invitees.)

- 360 EUR per invitation (invitation in one week, max.)
- 110 EUR express surcharge (invitation by fax in one day)
- approx. 80 EUR fee for shipment

Upon receipt of your order, we issue the invitation and put together the documents. Then you receive a bill from us by fax.

Upon receipt of your payment, we issue the invitation (in a week or a day with express surcharge), send it to you and the embassy by fax and then send you the originals by courier.

Please note that we can only issue the invitations when the fax bill sent to you has been paid.

INTERCULTURAL CONSULTING
-SERVICE-
Fischlaker Str. 4
D-45239 Essen
Tel.: +49 201 830 443-7
Fax: +49 201 830 443-9
Email: service@intercultural-consulting.de