Beijing, October 2, 2019

Visa Office

Embassy of Ireland in PR China （以爱尔兰为例）

Dear Sir/Madam,

The University of International Business and Economics (UIBE) presents its compliments to the Visa Office of the Ireland Embassy in Beijing and has the honor to request the latter for visa assistance.

XXX is a professor of School of XXX, UIBE. During her stay, she will visit \_\_\_\_\_\_\_\_ in October for XXX days. （按境外停留天数计算） She will deliver a speech\_\_\_\_\_\_\_\_\_meet with\_\_\_\_\_\_\_\_\_\_\_\_/discuss\_\_\_\_\_\_\_\_\_\_/ sign\_\_\_\_\_\_\_\_\_ /participate in \_\_\_\_\_\_（简要描述公务活动）

All her expenditures including the international air tickets, accommodation, health insurance shall be covered by UIBE.（费用按实际承担方填写）

Your kind assistance in granting her the entry visa would be highly appreciated. The University of International Business and Economics avails itself of this opportunity to renew to the Ireland Embassy in China the assurances of its highest consideration.

Yours sincerely,

University of International Business and Economics