**Invitation Letter Request Form**

Your invitation letter request form must include the following information.

|  |  |  |
| --- | --- | --- |
| Given Name |  | |
| Family Name |  | |
| Gender | Male | Female |
| Affiliation |  | |
| Date of Birth | DD/MM/YYYY | |
| Passport No. |  | |
| Nationality |  | |
| Cellular Number | COUNTRY CODE/NUMBER. | |
| E-mail |  | |
| Address in Korea |  | |

**To request an official invitation letter**

An official invitation letter will be sent by the KSSS 2024 upon request. We would like to inform you that the KSSS 2024 will be pleased to provide an official invitation letter to those who need it for visa application to visit Korea.

The official invitation letter is **NOT** a commitment of the KSSS 2024 organizer to provide financial assistance to any participants or accompanying persons. Expenses incurred are the sole responsibility of the participant.

To request an official invitation letter, please check the instructions below.

1. Please go to the “**Registration now”** page.
2. On the registration page, you need to request an invitation letter for visa.
3. Download the invitation letter request form and fill out the request form accurately.
4. Upload the filled form and a copy of your passport.
5. If you need to upload multiple files, the files must be compressed as a Zip file.

Upon your request, all the documentation will be sent via EMS within a week after your request. Additionally, USD 50 will be charged for the service and EMS, and you will be required to make the payment by wire transfer.

Please check with the Korean Embassy in your country on whether you need an official invitation letter and other documentation for issuing the visa.

If you need any questions regarding visa, please send an email to [inter.ksss@gmail.com](mailto:inter.ksss@gmail.com).