**Letter of Invitation**

To Visa Center:

On behalf of Shanghai International Studies University, we feel greatly honored and pleased to extend our gracious invitation to Prof. XXXX to join SISU for cultural exchange from XXXX to XXXX（年月日）. We understand that Prof. XXXX will be responsible for the costs associated with this visit such as round-trip airfare and insurance, etc.

During Prof. XXXX’s visit, we would like to invite him/her to XXXXXXX(来访目的).

Please assist Prof. XXXX with the visa application. If you have any question, need additional information, or if we can assist you in any way, please feel free to contact our office by email fao@shisu.edu.cn or by telephone/fax 0086-21-35373612. Thank you.

Yours sincerely,

Prof. Zhang Hongling

Director of Office of International Cooperation and Exchange

Shanghai International Studies University

**Prof. XXXX’s Personal Information:**

Gender: XXXX; Nationality: XXXX;

Date of Birth: XXXXXX; Passport number: XXXXXXX

**邀 请 信**

签证中心：

我谨代表上海外国语大学真诚邀请XXXX教授（性别：XXXX；国籍：XXXX；出生日期：XXXX；护照号：XXXX）于XXXX年XX月XX日至XXXX年XX月XX日来我校交流访问。所有相关的来华费用（国际机票、住宿费、生活费、交通费及保险等）将由XXXX教授自行承担。

我校拟邀请XXXX教授和我校师生XXXXX（如：展开座谈，探讨教学及科研方面的相关问题，并邀请他与我校学生分享其在专业领域的知识和见解）。

请您协助XXXX教授办理签证的有关事宜。若有任何问题，请您随时联系我处。联系邮箱：fao@shisu.edu.cn，电话/传真：0086-21-35373612。

此致

敬礼

张红玲教授

上海外国语大学

对外合作交流处处长

XXXX年XX月XX日