

Instruction to VISA Application for SEFM 2009 Participants

Generally, attendees will need a VISA to enter Vietnam for attending the conference. There are three categories of visa given by Vietnam Consulates to foreign visitors to Vietnam:

- 1- The **Tourist VISA** is given to any person coming into Vietnam for private purposes, such as tourism, family relatives and other personal (private) purpose visit.
- 2- The **Business VISA** is given only to business persons who enter Vietnam on business visit to explore business possibilities, to execute their business activities etc.
- 3- The **Official VISA** is given to persons entering Vietnam on official duties: for instance a working visit to governmental organizations, such as universities, research institutes etc. or attending conferences, symposia etc. organized by these governmental institutions.

For more detailed information on VISA exemption and others, please check at the website <http://www.mofa.gov.vn/en/>

SEFM 2009 is an official event, organized by The College of Technology, VNU Hanoi - a state institution. SEFM 2009 participants are, therefore, recommended to apply for an **official VISA** to enter Vietnam for attending the conference.

There are **two ways to arrange an official VISA**: either you can let the Local Arrangement Committee (LAC) arrange your official VISA or you can arrange it yourselves.

You can **arrange yourselves the official VISA** by contacting the Vietnamese Consulate in your nearest neighborhood, **using the official invitation letter of The Rector of The College of Technology, Vietnam National University, Hanoi. If you choose this way of arrangement, please send your request by e-mail to the conference secretariat to ask for such invitation letter.**

You also can let **the LAC arrange the visa for you**. In this case, you should send your request to the conference secretariat with the **attached application form (as an example filled-in accordingly)** with the **indication of the Vietnamese Consulate in your nearest neighborhood** where you can pick up your VISA. The LAC shall proceed your VISA in Hanoi and inform your VISA-code number to you in due time. Upon receiving this code-number you should bring your passport with your photos to the respective Vietnamese Consulate to get the VISA on your passport.

Communications on VISA arrangement are opened to proceed and will be closed on November 6, 2009.