INVITATION LETTER FOR VISA

OFFICIAL INVITATION TO A CISV INTERNATIONAL PROGRAMME

(For a delegation)

**To**: **CISV <insert NA name>** **From**: **CISV <insert NA name>** via

 CISV International

**Leader: <insert name>**

**Delegation**: **(including leader)**

|  |  |  |  |
| --- | --- | --- | --- |
| **<insert surnames>** | **<insert first names>** | **<insert Passport Number>** | **<insert Passport Expiry Date>** |
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**Date**: **<insert date> Ref**: **<insert complete reference details>**

You are cordially invited to send a delegation to a CISV **<insert type of programme, ie Village / Step Up / Youth Meeting>**Programme to be held at:

**<insert address details>**

**<insert address details>**

**<insert address details>**

**Arrival**: **<insert date>** **Departure**: **<insert date>**

*Note that there may need to be 1 or 2 days travel time at the start and end of this programme to accommodate flight times and days.*

**The airport or arrival is:<insert airport> Official language: English**

Your CISV Delegation is to consist **of <insert two girls, two boys for a Village or Step Up/ six boys and/or girls for a Youth Meeting / the correct number for Interchange>** and a qualified Adult Leader **<in the case of Interchange, please change to two qualified Adult Leaders where relevant>.** The delegation must be the proper age some day between 1 June and 31 August of the year for the programme hosted during that period, and between 1 November and 31 January for programmes hosted that December and the following January. The Adult Leader must travel with the children to and from the programme and remain in residence with them throughout the programme.

All living costs for the programme will be paid by the host CISV Chapter and all travel costs from your home to the programme and return will be your responsibility. Other expenses for you will be valid passports and visas and a small amount of spending money.

All participants in CISV international programmes are automatically covered by the CISV Travel Insurance; including accident / health insurance up to £1 million for medical treatment and personal liability; and also provides for emergency evacuation.

The CISV contact person in the host National Association to whom you should write for additional information is: **<insert name and full National Association contact details>**

Sincerely yours,

**<insert name of host NA official>**

**<insert title of host NA official>**

**<insert name of host NA>**

**To**: **CISV <insert NA name>** From: **CISV <insert NA name>** via

 CISV International

**<delete as appropriate**

**Participant**

**Junior Counsellor**

**International Staff>:**

|  |  |  |  |
| --- | --- | --- | --- |
| **<insert surnames>** | **<insert first names>** | **<insert Passport Number>** | **<insert Passport Expiry Date>** |
|  |  |  |  |
|  |  |  |  |

**Date: <insert date> Ref: <insert complete reference details>**

You are cordially invited to participate in a CISV **<insert type of programme, i.e., Village / Youth Meeting / Seminar Camp / IPP>**Programme to be held at:

**<insert address details>**

**<insert address details>**

**<insert address details>**

**Arrival: <insert date> Departure: <insert date>**

*Note that there may need to be 1- or 2-days travel time at the start and end of this programme to accommodate flight times and days.*

**The airport or arrival is: <insert airport> Official language: English**

You must be the proper age some day between 1 June and 31 August of the year for the programme hosted during that period, and between 1 November and 31 January for programmes hosted that December and the following January.

All living costs for the programme will be paid by the host CISV Chapter and all travel costs from your home to the programme and return will be your responsibility. Other expenses for you will be valid passports and visas and a small amount of spending money.

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The CISV contact person in the host National Association to whom you should write for additional information is**: <insert name and full National Association contact details>**

Sincerely yours,

**<insert name of host NA official>**

**<insert title of host NA official>**

**<insert name of host NA>**