# Visa Invite Letter request for travelling students

**Visa Invite Letter Request Processing Time**

You will receive an acknowledgement email from Dell Learning team within 1 day upon submission of complete information.

**Receive Visa Invite Letter 14 days after submission of request**. Recommend you request for the Invite Letter 4 weeks before training starts date.

*Submission of documents Dell Learning 🡺 visa invite letter processing 🡺 Dell Learning forward completed visa invite letter to student 🡺 student(s) to proceed visa application to local embassy*

It is the student’s responsibility to obtain and submit visa application to their local embassy or consulate. Please keep in mind the processing time and deadlines required by the consulate.

**Important Notes**

Incomplete forms and/or documents submitted may result in processing delay or request being rejected.

Possession of a visa invite letter does not guarantee entry into the country. The granting of entry is determined by the individual country. Students must also meet the entry requirements including a valid passport, proof of sufficient funds for the period of stay in the country and confirmed onward/return air ticket (if applicable).

Please understand that Dell Technologies reserves the right to cancel or reschedule any class. If a cancellation or rescheduling is necessary, please understand that Dell Learning will make every effort to notify the candidates at least 10 business days in advance.

Should Dell cancel any schedule, Dell Learning will use reasonable efforts to give Customer advance notice of cancellation and will endeavor to reschedule as agreed between Dell and Customer. If the trainings are cancelled for reasons within Dell’s control, and cannot reasonably be rescheduled, Dell will refund Customer’s associated prepaid training fees. The refund will be Customer’s only recourse in the event of Dell’s cancellation.

**Submission of documents**

1. Download Visa Invite Letter Request Form, [click here](https://learning.dell.com/content/dell/en-us/home/support/virtual-and-classroom-issues/virtual-and-classroom-answers.html?tab=tab-item1&datatab=1)
2. Complete in full the Visa Invite Letter form (page 2 – 4).
3. Upload a scanned copy of your passport (Valid passport with at least **six months**validity on the date of entry into the country)
4. Submit completed form [here](https://learning.dell.com/content/dell/en-us/home/support.html), or [log a case](https://learning.dell.com/content/dell/en-us/home/support.html) if you need further assistance.

*\*All documents are to be submitted in English.*

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| **STUDENT’S DELL ACCOUNT** | **:** | Email address registered with Dell Learning  |
| **TRAINING COURSE TITLE** | **:** | Full Course Title  |
| **TRAINING START DATE** | **:** | DD MM YYYY |
| **TRAINING END DATE** | **:** | DD MM YYYY |
| **LOCATION** | **:** | Full Address from registration confirmation  |
|  |  |  |

|  |
| --- |
| Dated: Today’s date DD MM YY  |
| The officer in charge |
| Visa Section |
| Consulate address       |
|

|  |  |
| --- | --- |
| **CUSTOMER NAME** | : Full name as in passport  |
| **NATIONALITY** | : As in passport  |
| **PASSPORT NUMBER** | : Enter passport number  |
| **PASSPORT ISSUE DATE** | : DD MM YYYY |
| **PASSPORT EXPIRY\_DATE** | : DD MM YYYY |
| **PASSPORT ISSUED BY** | : Country  |
| **JOB TITLE**  | : Enter Job title  |
| **APPLICANT COMPANY** | : Enter Customer company name  |
| **INVITEE/COMPANY**  | : Dell Technologies |
| **TRIP PURPOSE**  | : Training |
| **TRAVEL START DATE** | : DD MM YYYY |
| **TRAVEL END DATE** | : DD MM YYYY |

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| Our company would like to invite the above named for the purpose and dates as indicated above.  |
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|  |
| I hereby assert that Full name as in passport holds a confirmed return ticket and is covered by the company insurance policy. All expenses will be borne by Customer company name Full name as in passport will be staying at

|  |
| --- |
| Name & full address of hotel accommodation |
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|   |

Thank you.  |

Please provide a scanned copy of your passport that has your photo and passport details during submission of request.

(such as full name, passport number, country of issue, issue and expiry date etc).

***PLEASE SAVE THE WORD DOCUMENT AND SUBMIT*** [***here***](https://learning.dell.com/content/dell/en-us/home/support.html)***.***

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