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11 September 2009

Dear Parents

### Re: Beijing Field Trip 15-20 October

As the date of departure for our field trip to Beijing is now only one month away, we write to inform you of the final arrangements. Please take the time to read this letter carefully as you will need to assist your child to prepare for the trip.

### Passport and Visas

Please ensure that your child's passport has at least 6 months' validity beyond our departure date of 15 October and that their visa or residence card for Vietnam, if applicable, is valid at least until 20 October.

**All students require a single-entry Chinese visa. The Chinese consulate in Ho Chi Minh City no longer allows the school to obtain visas on behalf of students, therefore each student is responsible for obtaining their own visa.**

The consulate is located at 39 Nguyen Thi Minh Khai Street in District 1 and is open from 8.30am to 11.00am on weekdays only. It takes four working days to process the application. The fee is 30USD for most applicants. Visitors travelling on a US passport will be charged 130USD. Please ensure that you obtain the visa **well before the beginning of October**. You should take the following things with you to the consulate:

- A completed visa application form. A blank form is attached to this letter.
- Your passport, including your Vietnamese visa and arrival/departure card
- The fee in US dollars
- One recent passport-style color photograph, with full face, front view, no hat, against a plain white background

### Accommodation

A combination of twin and triple rooms have been booked for us by Easy Travel at the Taiwan Hotel. This is a three-star hotel in the city centre. The address is No 5, Jin Yu Hu Tong, Wang Fu Jing Street. Tel: 65136688 Fax: 65136896.



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