

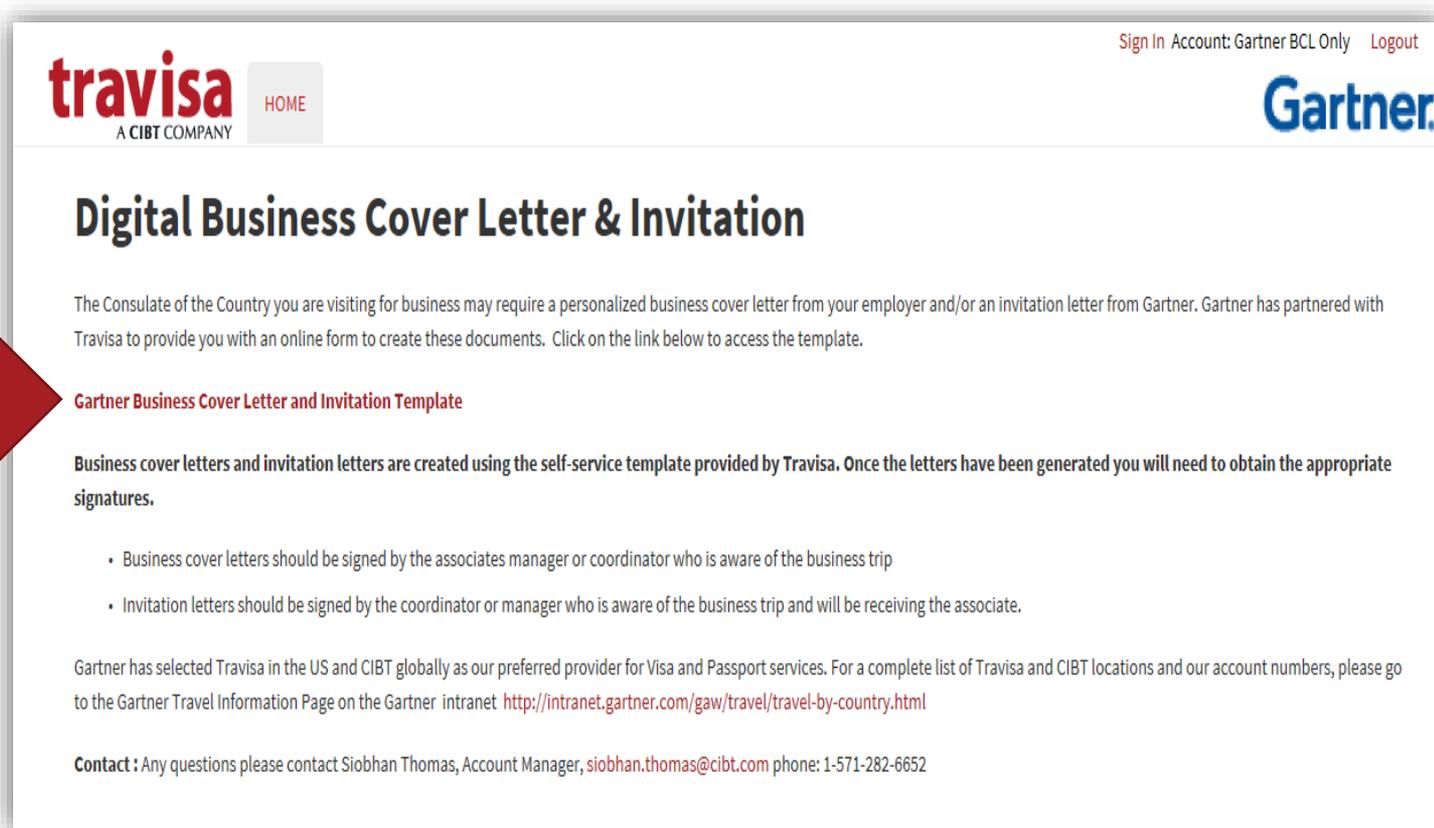
CIBTvisas

**GARTNER
USERS GUIDE
FOR TRAVEL
INVITATION &
BUSINESS COVER
LETTERS**



CREATE A BUSINESS COVER & INVITATION LETTER(S)

Access the Template at <http://visas.travisa.com/gartnerbcl>



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Sign In Account: Gartner BCL Only Logout **Gartner.**

Digital Business Cover Letter & Invitation

The Consulate of the Country you are visiting for business may require a personalized business cover letter from your employer and/or an invitation letter from Gartner. Gartner has partnered with Trivisa to provide you with an online form to create these documents. Click on the link below to access the template.

Click here [Gartner Business Cover Letter and Invitation Template](#)

Business cover letters and invitation letters are created using the self-service template provided by Trivisa. Once the letters have been generated you will need to obtain the appropriate signatures.

- Business cover letters should be signed by the associates manager or coordinator who is aware of the business trip
- Invitation letters should be signed by the coordinator or manager who is aware of the business trip and will be receiving the associate.

Gartner has selected Trivisa in the US and CIBT globally as our preferred provider for Visa and Passport services. For a complete list of Trivisa and CIBT locations and our account numbers, please go to the Gartner Travel Information Page on the Gartner intranet <http://intranet.gartner.com/gaw/travel/travel-by-country.html>

Contact : Any questions please contact Siobhan Thomas, Account Manager, siobhan.thomas@cibt.com phone: 1-571-282-6652

ENTER DESTINATION COUNTRY

- Please click no for order number and select your destination country

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Digital Business Cover Letter & Invitation

Travisa Digital Business Cover Letter and Invitation Letter includes all the required travel information to ensure your visa application is accurate.

The Consulate of the Country you are visiting for business may require a personalized Business Cover Letter from your employer and/or an invitation letter from Gartner. Gartner has partnered with Travisa to provide you with an online form to create these documents.

If you have placed an order with Travisa please enter that number. If you have not placed an order please select 'no' as you will not have an existing order number. Choose your destination country, then click 'Next' to proceed.

Edits and changes to your Digital Business Cover Letter and Invitation can be made within 14 days of initial submission free of charge. Retain your order number and enter it below to edit your letter.

For more information please contact us at customerservice@travisa.com

Order Details

Do you have an order number? Yes No

Destination Country

NEXT

COMPLETE THE TEMPLATE & GENERATE THE LETTER

- Once the template is completed, 2 emails will be sent (1 for each letter) to the applicants email address on the template.
- The passport number you provided in the template will be the password to unlock the letter.

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Travel Information

*Destination Country: Benin (dropdown)
*Nationality: United States of America (dropdown)
*Purpose of Travel: Select One (dropdown)
*Visa Duration and Number of Entries: Select One (dropdown)
*Departure Date From the U.S.: [text] [calendar]
*Arrival Date at Destination: [text] [calendar]
*Arrival City: [text]
*Destination Departure Date: [text] [calendar]

Applicant Details

*Applicant's Place of Birth: [text]
*Date of Birth: [text] [calendar]
*Applicant First Name: [text]
*Applicant Last Name: [text]
*Passport Number: [text]
*Passport Issue Date: [text] [calendar]
*Passport Expiration Date: [text] [calendar]
*Applicant's Email: [text]
*Contact Number: [text]
*Gender: Select One (dropdown)
*Hire Date: [text] [calendar]
*Job Title: [text]
*Activities You Will Be Performing: [text area]

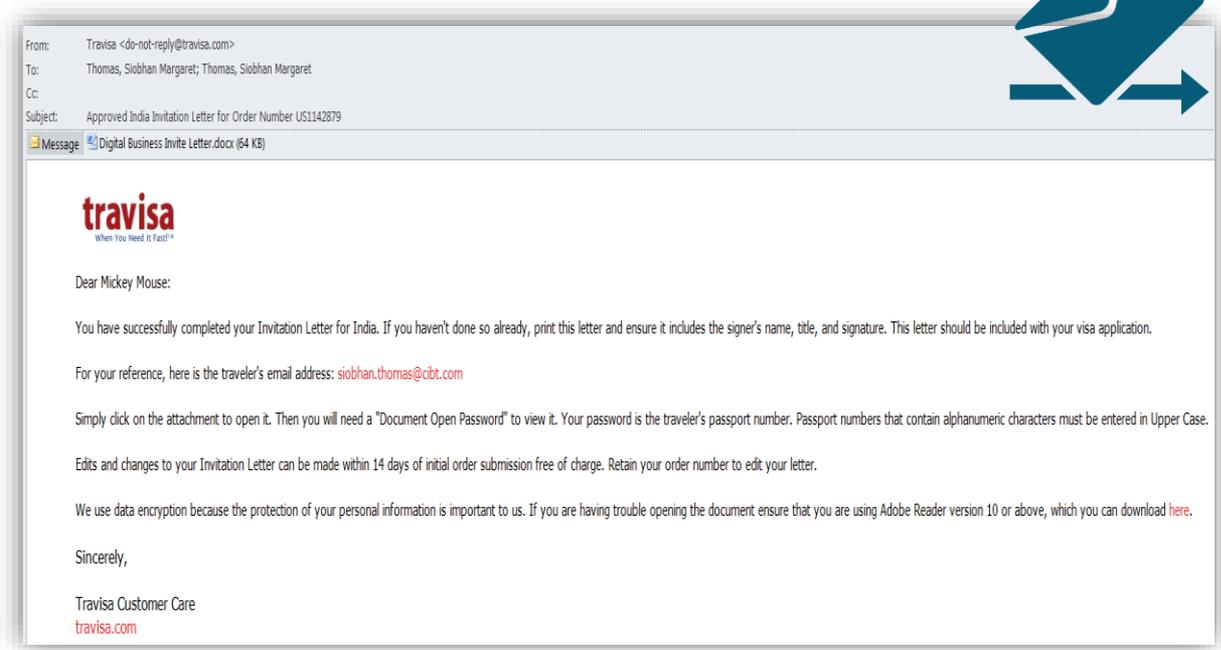
Employer Details

*Applicant's Company Name: [text]
*Country of Applicant's Company: Select One (dropdown)
*Applicant's Company Address Line 1: [text]
Applicant's Company Address Line 2: [text]
*Applicant's City: [text]

YOUR LETTERS WILL BE SENT VIA EMAIL

An email will be sent immediately with your letters in a word format.

- Your password is the passport number you provided in the template.
- The email is sent to the applicants email address in the template.
- The document is a word format so that you can change as needed.



If you do not receive the email, check to be sure it is not blocked or in a spam folder .

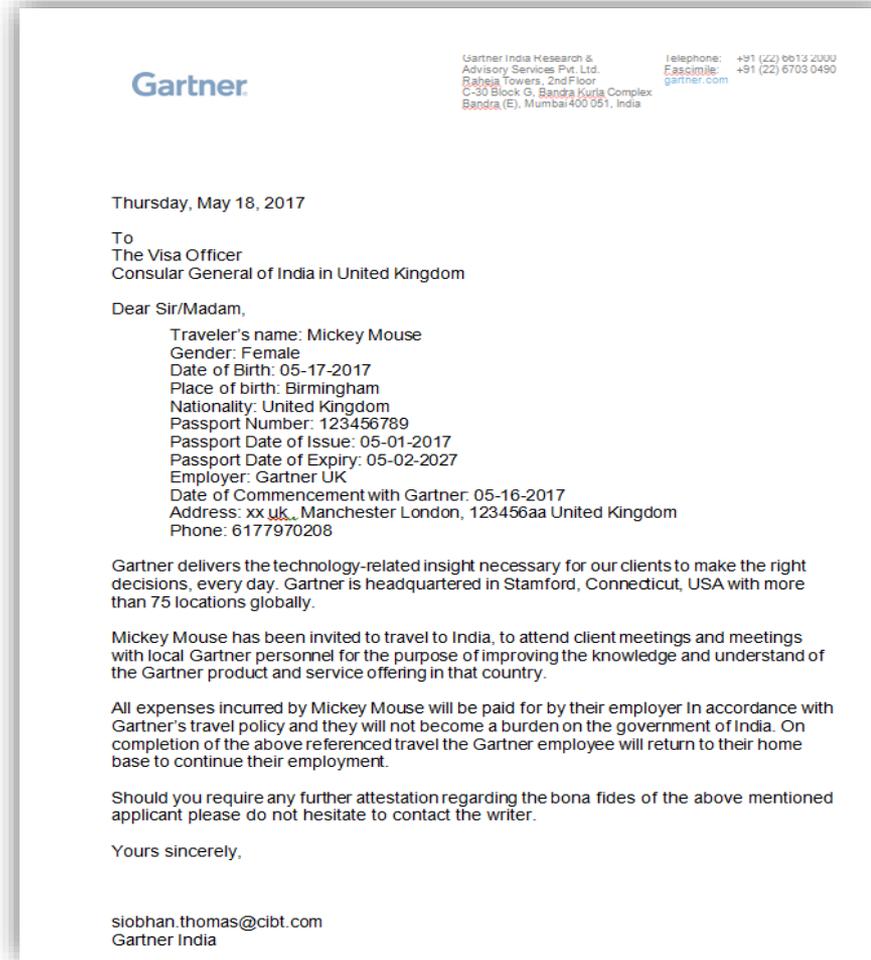
Print your letter & obtain signatures

After reviewing for accuracy, you should obtain the appropriate signatures.

- Business cover letters should be signed by the associates Manager or Coordinator who is aware of the trip.
- Invitation letters should be signed by the Coordinator or Manager who is aware of the business trip and will be receiving the associate.

APAC Notes

- If you are travelling **to** APAC send your invitation letter to APAC.Visa@gartner.com for completion and return.
- If you are **within** APAC send both the invitation letter & cover letter to APAC.Visa@gartner.com for completion and return.
- If you are travelling from your home base in APAC to a country **outside APAC** (EMEA or US etc.) only submit your cover letter to the APAC visa email address as above.



ANY QUESTIONS PLEASE CONTACT

SIOBHAN THOMAS
ACCOUNT MANAGER CIBT
OFFICE : 1-571-282-6652
SIOBHAN.THOMAS@CIBT.COM

ACCESS THE TEMPLATE
[HTTP://VISAS.TRAVISA.COM/GARTNERBCL](http://VISAS.TRAVISA.COM/GARTNERBCL)

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