



## VISA APPLICATION GUIDANCE FOR MEETINGS IN THE USA

Thank you for your interest in traveling to the U.S. to participate in a meeting. The U.S. visa application process is significantly different than the process in many other countries. As the U.S. member body, ANSI has prepared a set of guidelines to assist visitors in applying for and obtaining a U.S. visa for U.S.-hosted ISO and IEC meetings. The instructions provided below are intended to help avoid unnecessary burdens encountered by technical experts traveling for U.S.-hosted ISO and IEC meetings.

### Step One: Identify the type of visa required

The United States Department of State is the official source of information on visa requirements. Please visit the [Visa Wizard](#) their webpage on visas for up to date information on which visa is right for you. Most business travelers will need the B-1 Visa. Check this [PDF](#) for more information on whether your trip would require a B-1 Visa.

### Step Two: Collect necessary documentation

All temporary visitors to the U.S. must complete an [online DS-160 application form](#). Most visitors will also need to provide a letter of invitation, details about their visit to the U.S. (e.g. itinerary, flight information, U.S. contacts, etc.), a valid passport with at least 6 months remaining, 2 passport photos, and other documentation. Specific documentation requirements vary by country. U.S. visitors should refer to the website of their local embassy or consulate (Non-Immigrant Visa (NIV) section) for additional details and instructions.

- ▶ [Access a list of websites for U.S. embassies and consulates](#)
- ▶ [Access the online DS-160 application form](#)

### Step Three: Request a visa interview

The U.S. government requires that all U.S. visa applicants participate in a face-to-face visa interview. The purpose of the interview is to allow the visa applicant to demonstrate that they have a legitimate reason for visiting the U.S. and that they are not a flight risk and do not pose a threat to U.S. national security. Visitors to the U.S. should have a thorough understanding of the purpose and logistics of their visit, as they will be asked questions on these topics during their visa interview.

Visa interview appointments should be requested online through the website of the local U.S. embassy or consulate. It is critical that visitors to the U.S. request a visa interview as early as possible, as wait times can vary from several days to several months. Please note that a 10-digit number generated upon completion of the [online DS-160 application form](#) is required to request an interview.

When requesting an invitation letter, please include the following information: name (LAST, first), organization, complete postal address, date of birth (MM/DD/YYYY), passport number, email address, the meeting you are planning to attend, and the dates and location of the meeting.

### Step Four: Inform ANSI of Problems as Early as Possible

Should you encounter any problems in the visa application process, please contact the issuer of your invitation letter as soon as possible. While ANSI has no authority to influence consular decisions, it may be possible to provide guidance on additional steps that could be taken, or otherwise be of assistance.