



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. The following guidance is intended for delegates planning to attend U.S.-hosted meetings to more clearly understand the process for application.

Step One: Be informed

We urge you to carefully review all the information on procedures for non-immigrant visa application provided by the U.S. State Department. The following online location provides an official source of information about U.S. visa policy and procedures: http://travel.state.gov/visa/visa_1750.html

Please follow all instructions provided on the website for your local U.S. Embassy or Consulate General website to avoid costly delays

U.S. visa policy permits citizens of certain countries to travel to the U.S. without a visa. For information about whether you may require a visa, please find such information at the following location online:

http://travel.state.gov/visa/temp/without/without_1261.html

Please remember that your application must be submitted through the U.S. Embassy or Consulate General that has jurisdiction over your place of residence. The following is a link to the list of all U.S. Embassies and Consulates worldwide: <http://www.usembassy.gov/>

Step Two: Apply Early

Due to potentially long wait times for a visa interview and possible requirements for additional processing, applicants are encouraged to begin the visa application process as early as possible – no less than 30 days and **ideally at least 90 days in advance of the intended travel**. Wait times for a visa interview can range from a few days to several months, depending on location and time of year.

Applicants who are engaged in certain sensitive scientific or technical fields may be subject to additional administrative processing procedures, which can add additional time to the visa application procedures, in some cases up to 120 days. Please note that applicants with the most extensive technical background often have the greatest chance of being selected for additional processing.

Step Three: Be Prepared

Applicants for U.S. visas should come to the visa interview with a thorough understanding of their travel plans and logistics. They should bring their invitation letter, copies of meeting agendas, travel itineraries and other documents on official letterhead, as well as documentation to help demonstrate “strong ties” to their home country. For information on what constitutes “strong ties”, please see:

http://travel.state.gov/visa/frvi/denials/denials_1361.html

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.