

## Visa Help Sheet

**Make your appointment for a visa interview as soon as possible!** Wait times for a visa interview can be several weeks or more in many countries, especially during peak travel periods. With this in mind, we strongly urge you to schedule your visa interview without delay. These helpful tips may make your visa interview process easier.

❖ ***If necessary, request a letter of invitation from ACC.***

The sooner you request your letter of invitation the better. You may request the letter of invitation at any time by emailing [education@acc.com](mailto:education@acc.com), but the letter will not be issued until your registration is complete and approved.

❖ ***Schedule an appointment with your U.S. Embassy or Consulate as soon as possible.***

Make your appointment promptly as wait times can be long in some countries. Check the [estimated wait time](#) at a U.S. Embassy or Consulate.

❖ ***How to apply.***

There are several steps to apply for a visa. The order of these steps and how you complete them may vary. Please consult the instructions available on the [U.S. Embassy or Consulate website](#) where you will apply.

❖ ***Consider travelling with an official embassy delegation.***

Travelling with a delegation organised by your local embassy can improve your chances of receiving visa approval. Many embassies organise official delegations through their commercial sections. If you are interested in joining a delegation, [contact your local U.S. Embassy or Consulate](#) and ask if the Commercial Trade Specialist is organising a delegation.

❖ ***Verify fees and requirements.***

Find out about [fees for visa services](#) and the methods of payment accepted by the U.S. Embassy or Consulate.

❖ ***Show proof of “strong ties” that bind you to your country of residence.***

The Consular Officers conducting visa interviews look for proof that you will return to your country. Evidence of “strong ties” includes proof of business ownership or employment, social, and family relationships.

- ❖ ***If you have travelled to the U.S. previously, provide documentation demonstrating you returned to your country on time (your airline boarding pass for example).***

Show proof that you returned within the timeframe you stated. For example, use an airline ticket stub/boarding pass that shows your return flight or meeting materials that show you attended a business conference.

- ❖ ***With your application, include any Annual Meeting materials ACC may have sent you.***

Include with your application any printed or electronic event materials you receive from ACC to prove the Annual Meeting is a legitimate business event.

Obtaining a visa can be easy as long as you are prepared. Interviews typically last no more than five minutes, and the questions are related to confirming your travel plans and ties to your home country. But remember, wait times can be long for visa processing. Register for the 2018 ACC Annual Meeting (<http://www.acc.com/education/am18>) and make your appointment as soon as possible.

## Helpful Links

**Need more information on getting a visa?**

<http://travel.state.gov/content/visas/english.html>

**Locate your nearest U.S. Embassy or Consulate:**

<http://www.usembassy.gov/>

## Important Dates to Remember

**2018 ACC Annual Meeting**

Sunday, October 21-Wednesday, October 24

**Discounted (Early Bird) Registration**

Ends Wednesday, March 28

**Regular Registration**

Ends Thursday, September 20

**Last Chance Registration**

Ends Wednesday, October 24