

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, but the letter will not be issued until your registration is complete and approved.

❖ ***Schedule an appointment with your embassy as soon as possible.***

Make your appointment promptly as wait times can be long in some countries.

❖ ***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 embassy and ask if the commercial trade specialist is organising a delegation.

❖ ***Verify fees and requirements.***

Visit <http://travel.state.gov/content/visas/english/fees/fees-visa-services.html> to find out about visa fees and the methods of payment accepted by the embassy or consulate. The website also contains information on other requirements such as photographs.

❖ ***Complete all official documents.***

Answer all questions completely. Do not use “n.a.” or “Not applicable” in your forms. If the answer is in the negative, use “no”, “nil” or “none.”

❖ ***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 2017 ACC Annual Meeting (<http://www.acc.com/education/am17>) 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 embassy or consulate:

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

Important Dates to Remember

2017 ACC Annual Meeting

Sunday, October 15-Wednesday, October 18

Discounted (Early Bird) Registration

Ends Wednesday, March 22

Regular Registration

Ends Wednesday, September 13

Last Chance Registration

Ends Wednesday, October 18