Visa Request Process for EMI 2011 Conferences

There are many different requirements to obtain a visa to enter the U.S. or other countries. Some embassies may request a conference attendee to present a letter from the EMI 2011 Conference to verify their intentions to attend this specific conference. It may also be necessary to verify that the attendee has paid the registration fee in full.

Visa applications are currently subject to a greater degree of scrutiny than in the past. Many applicants may be required to appear in person for an interview as part of the visa process. Applicants affected by these procedures will be informed of the need for additional screening at the time they submit their application and are being advised to expect delays. Therefore, attendees should apply for a visa no later than 3 months prior to the conference.

Guidelines for providing visa letters are as follows:

• Visa letters should only be issued to:
  • People known by the committee members
  • Speakers/Presenters
  • Committee members
  • Attendees who have paid their registration fee in full and are not from one of the countries embargoed by the U.S. Treasury Department’s Office of Foreign Assets Control

• Visa letters should state only the facts:
  • Conference title, dates and location
  • That the attendee has paid the required registration fee in full
    - Verify that the credit card clears before providing letter
  • If they are either a committee member, speaker or presenter

Additional information can be found on the U.S. Department of State Bureau of Consular Affairs Visa Services Web Site - [http://travel.state.gov/visa/index.html](http://travel.state.gov/visa/index.html)

To simplify the request process for the attendees and organizers, you may want to post a request for visa letters on your conference website near the web registration form. Please see the sample below.
Request for Visa Assistance

Please Print or Type All Information

Name: ____________________________________________________________

Email address: ______________________________________________________

Conference Title: ______________________________________________________

Conference Dates: ______________________________________________________

Conference Location: ______________________________________________________

Are you an EMI Member? ☐ Yes ☐ No If Yes, Your EMI Member Number: __________

Are you a speaker/presenter? ☐ Yes ☐ No

Name of session you are speaking/presenting: ________________________________

To what address should the letter be mailed?

Street: ________________________________________________________________

City: _________________________________________________________________

State/Province: _________________________________________________________

Postal Code: __________ Country: ________________________________

E-mail: _______________________________________________________________

Please forward this form to:

EMI2011@neu.edu

Fax: 1-617-373-7812

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