

International Travel to the 2017 International Association of Piano Builders and Technicians (IAPBT) Convention and Piano Technicians Guild (PTG) Convention and Technical Institute in St. Louis

Thank you for your interest in attending the 2017 IAPBT/PTG Convention. We are pleased to be welcoming attendees from around the world and want the travel process to be smooth and seamless for you. To request a visa letter of invitation, please send a message to exec@ptg.org with your name, address, phone number and email address and we will be happy to send you one.

The visa application process may take 90 days or longer, so please register for the convention and request letters of invitation at least 90 days prior to your travel dates for the 2017 convention.

Applying for a U.S. Visa - <https://travel.state.gov/content/travel/en.html>

Or try the new Visa Wizard - <https://travel.state.gov/content/visas/en/general/visa-wizard.html>

STEP 1: SELECT THE VISA TYPE Non-immigrant Visa
Business (B1) & Tourist (B2) Visa

The B1 visa is intended for temporary business travel, including travel for negotiating contracts, attending exhibitions and conferences, short-term training, and consultations with suppliers and customers, etc. The B2 visa is intended for tourist activities, such as sightseeing, visiting friends and relatives, obtaining medical treatment, etc. The B1 and B2 visa is not valid for employment in the United States.

STEP 2: COMPLETE THE DS-160 ONLINE APPLICATION - <https://ceac.state.gov/genniv/>

You should have the following documents available while you complete your DS-160:

- Passport
- Travel itinerary, if you have already made travel arrangements.
- Dates of your last five visits or trips to the United States, if you have previously travelled to the United States. You may also be asked for your international travel history for the past five years.
- Résumé or Curriculum Vitae - You may be required to provide information about your current and previous education and work history.
- Other Information - Some applicants, depending on the intended purpose of travel, will be asked to provide additional information when completing the DS-160.

STEP 3: SCHEDULE YOUR INTERVIEW AND PAY THE APPLICATION FEE

Schedule an appointment for a visa interview at the U.S. Embassy nearest you at <https://www.usembassy.gov>. For more information, please visit <https://travel.state.gov/content/visas/en.html>.

STEP 4: APPEAR AT CHOSEN LOCATION FOR INTERVIEW (NOT REQUIRED FOR ALL APPLICANTS)

Gather and prepare the following required documents before your visa interview:

- **Valid Passport:** If your passport will expire less than 6 months from your planned arrival in the United States, is damaged, or you do not have a page for a visa, please get a new passport before your interview.
- **The DS-160 barcode page.** (You will not need to print the full application.)
- **One photograph:** You will upload your photo while completing the online Form DS-160. If the photo upload fails, you must bring one two-inch square (51mm x 51mm) color photograph, less than 6 months old, against a white background, full frontal view.
- **Application fee payment receipt,** if you are required to pay before your interview.
- **Additional Documentation May Be Required**
 - Review the instructions for how to apply for a visa on the website of the embassy or consulate where you will apply. Additional documents may be requested to establish if you are qualified. For example, additional requested documents may include evidence of:

- The purpose of your trip;
- Your intent to depart the United States after your trip; and/or
- Your ability to pay all costs of the trip.
- Evidence of your employment and/or your family ties may be sufficient to show the purpose of your trip and your intent to return to your home country. If you cannot cover all the costs for your trip, you may show evidence that another person will cover some or all costs for your trip.

Note: Visa applicants must qualify based on the applicant's residence and ties abroad, rather than assurances from U.S. family and friends. A letter of invitation or Affidavit of Support is not needed to apply for a nonimmigrant tourist visa. If you do choose to bring a letter of invitation or Affidavit of Support to your interview, please remember that it is not one of the factors used to determine whether to issue or deny a nonimmigrant tourist visa.

Visa Interview Tips

Be prepared for your interview. Take the letter of invitation to your appointment along with your current valid passport or government identification, evidence that you have funds to cover expenses in the United States and evidence of compelling social and economic ties to your home country. The Consular Officers who interview are looking for evidence that you will return to your country.

- Be specific about the dates of your travel to and from the United States. If you have already secured your hotel and plane tickets, provide your round-trip travel itinerary and confirmation of your hotel reservation with your application.
- Complete all official documents and answer all questions completely. If the answer is no, write "no" or "none."
- Provide any materials or correspondence from PTG to prove it is a legitimate business event. An example would be a confirmation of your registration to attend the 2017 IAPBT/PTG Convention.
- Be prepared for the visa fees and accepted methods of payment by the U.S. Embassy. Please visit <https://travel.state.gov/content/visas/en/immigrate/immigrant-process/documents/fees/nvc-fee-payment-fags.html> to learn more information.

During your visa interview, a consular officer will determine whether you are qualified to receive a visa, and if so, which visa category is appropriate based on your purpose of travel. You will need to establish that you meet the requirements under U.S. law to receive the category of visa for which you are applying.

Ink-free, digital fingerprint scans will be taken as part of your application process. They are usually taken during your interview, but this varies based on location.

After your visa interview, your application may require further administrative processing. You will be informed by the consular officer if further processing is necessary for your application.

When the visa is approved, you may pay a visa issuance fee if applicable to your nationality, and will be informed how your passport with visa will be returned to you. Review the visa processing time, to learn how soon your passport with visa will generally be ready for pick-up or delivery by the courier.

STEP 5: PICK UP PASSPORT AND VISA (IF APPROVED)

Frequently Asked Questions

How do I know if I need a visa?

Countries that participate in the U.S. Department of State Visa Waiver Program may not require a visa. For more information or to determine if your country is included in the Visa Waiver Program, please visit <http://travel.state.gov/content/visas/english/visit/visa-waiver-program.html>.

If you do **not** need a visa to travel to the United States, you are required to register for Electronic System for Travel Authorization (ESTA). Please log on to <https://esta.cbp.dhs.gov> and register before the date you will travel.

Why do I need a letter of invitation?

If you are traveling from a country that requires a visa to travel to the United States, you may request a letter of invitation from PTG. This letter will inform the U.S. Embassy that you will be in the United States to attend the 2017 IAPBT/PTG Convention.

What if my visa request is denied?

If you are denied, you should contact the U.S. Embassy or Consulate where you applied.