

## **Visa Application Hints**

Dear PiTP 2012 Participant,

The following information on U.S. visas is intended to be helpful as you begin the process of applying. These notes presume that non-U.S. citizens/residents traveling to the U.S. for attendance at this PiTP 2012 summer workshop, held at the Institute for Advanced Study, do so for this reason only. The guidance offered may not be appropriate for plans that include visits to other institutions, vacations or other objectives.

Where attendance at PiTP 2012 is the only objective, we believe that a B-1 (Business Visitor) visa is appropriate. Dependent on citizenship, the visitor may not need to apply for a B-1 visa at a U.S. Embassy or Consulate but may be admitted to the U.S. under the equivalent "Visa Waiver Program." It should be understood that regardless of whether a B-1 visa or the Waiver program is used, admission to the U.S. as a Business Visitor is for the same objective and such visitors are subject to the same requirements/obligations. Whichever option is used, visitors should ensure that admission as a Business Visitor (NOT tourist) is correctly noted on their admission document; B-1 if using a visa, WB if using the Waiver program.

Citizens of "Visa Waiver" Countries and Citizens of Canada, Mexico and Bermuda:

Citizens of countries participating in the "Visa Waiver Program" and citizens of Canada, Mexico and Bermuda should visit the following web site for information on what documentation is needed for travel to the United States:

[http://travel.state.gov/visa/temp/without/without\\_1261.html](http://travel.state.gov/visa/temp/without/without_1261.html)

Those planning to use this approach also should check with their local U.S. Consulate or Embassy to verify what items they must take with them when they travel. These items may include:

1. a passport valid for 6 months or more beyond the intended date of arrival in the U.S.
2. a round-trip ticket
3. a letter from their institution stating the reason for the visit to the U.S., and confirming that the institution is sending the person to PiTP 2012 and will continue to pay the person's salary during the trip (as appropriate)
4. a copy of a formal letter of invitation to PiTP 2012 (you must request this letter from Susan Higgins at the Institute).

All foreign nationals planning to enter the United States under the Visa Waiver Program are required to register for online travel clearance through the Electronic System for Travel Authorization (ESTA) at <https://esta.cbp.dhs.gov/>. Travelers should submit their applications well in advance of travel, and no later than 72 hours before departing for the United States. Registrants are required to submit a US\$14.00 fee during the online registration payable by credit card. ESTA registrations are valid for two years or until the foreign national obtains a new passport, whichever comes first. Additional details can be obtained at [http://www.cbp.gov/xp/cgov/travel/id\\_visa/business\\_pleasure/vwp/faq\\_vwp.xml](http://www.cbp.gov/xp/cgov/travel/id_visa/business_pleasure/vwp/faq_vwp.xml)

### Citizens of All Other Countries:

Citizens of all other countries must apply for a visa at a U.S. Embassy/Consulate. Where an application is made in a country other than the person's home country, this is referred to as a "third country national" (TCN) application. It is strongly recommended that all applicants check the web site of the Embassy or Consulate at which they intend to apply to download needed forms instructions and to be sure of local procedures, particularly in the case of TCN applications. A listing of Embassies/Consulates with links to each web site can be found at <http://usembassy.gov/>

In addition to required forms, visa applications may also need to contain:

1. a passport valid for at least 6 months beyond their intended date of arrival in the U.S.
2. a letter from their institution stating the reason for the visit to the U.S., and confirming that the institution is sending the person to PiTP 2012 for this purpose and will continue to pay the person's salary during the trip (as appropriate)
3. a copy of a formal letter of invitation to PiTP 2012 (you must request this letter from Susan Higgins at the Institute).

Visa application procedures require personal interviews with almost all visa applicants and, at the discretion of the reviewing Consular Officer, any application can be referred for a security check. Applications made by male citizens of certain countries will usually undergo such a check. Because of the current lengthy processing times for visa applications, it is recommended that program participants start the application process as quickly as possible. The Institute has no means to influence the progress or outcome of any security check.

Those Consular Posts that have installed digital photography/scanning equipment will take a digital photograph of the visa applicant and scans of the two index fingers at the time of visa application/issuance.

Travelers should also have copies of items 2) and 3) of this section with them when they travel since admitting Officers of U.S. Customs and Border Protection (USCBP) of the Department of Homeland Security (the "Immigration Service"/INS prior to March 1, 2003) may ask for evidence of the objective of the visit.

### General Comments:

- 1) You can expect to be asked to provide a full address where you will stay in the U.S., and if you are staying in an apartment at the Institute, the address to report is:

Institute for Advanced Study  
One Einstein Drive  
Princeton, New Jersey 08540

If also requested, you may indicate the on-site contact as: Susan Higgins, School of Natural Sciences, (609) 734-8198.

- 2) The "US-VISIT" system requires that a digital photograph and scans of the two index fingers be made of every person at the port of entry to the U.S. Recent experience confirms that this does

not add significant time to the admission process. Information about this program may be found at <http://www.dhs.gov/files/programs/usv.shtm>

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