



Procedures for the Business Visa Appointment Program American Business Council of Dubai & the Northern Emirates

This document summarizes the Business Visa Appointment Program (the "**Program**") that the American Business Council of Dubai & the Northern Emirates the ("**ABC**") operates in collaboration with the U.S. Consulate General in Dubai (the "**Consulate**").

The Consulate's Business Visa Program

The Consulate may grant expeditious non-immigrant visa application appointments to employees of ABC business members who have an urgent need to travel to the United States for a valid business purpose. As only consular officers can determine visa eligibility by law, participation in the Program in no way guarantees the issuance of a visa.

ABC's Visa Appointment Facilitation Program

The ABC offers the Program to assist its business members in obtaining expedited visa interview appointments. Eligibility for this program is limited to employees of current ABC business members who meet the criteria listed below. Contractors, subcontractors, and other applicants who are not direct employees of ABC business members are not eligible to participate in this program. The ABC is prohibited from charging a fee in connection with any expedited visa interview appointment request.

To allow for adequate processing time of any visa applications, the ABC encourages applicants to apply well in advance of their intended date of travel. Some applications will require additional processing which may take weeks or months. The need for this processing cannot be predicted, nor can processing be expedited.

Criteria

To participate in the Program, requests for expedited visa interview appointments at the Consulate must meet the following criteria:

1. The applicant must be a current employee of a business member of the ABC. Immediate family members (i.e., spouses and children under 18 years old) may apply for a visa with the applicant.
2. The applicant must demonstrate an urgent need to travel to the United States for a business purpose and be unable to obtain a timely appointment via the Consulate's internet-based visa appointment system. Travel for purely vacation or personal reasons is not covered by the program. The program, however, does cover mixed business and pleasure trips.

Request Letter/Request Package

A letter requesting an expedited visa interview appointment (a “**Request Letter**”) must:

- a) be on the letterhead of a current business member of the ABC;
- b) be signed by an authorized representative of such company; and
- c) include the information set out below:
 - the applicant’s full name and title/position, together with a statement confirming that the applicant is a current employee of the ABC business member company;
 - the length of the applicant’s employment with the ABC business member company;
 - the dates of proposed travel;
 - a statement confirming that the applicant has a valid business purpose to travel to the U.S. and a brief description of that business purpose;
 - a statement confirming that the applicant has sought an appointment via the Consulate's internet-based visa appointment system and could not obtain a timely appointment;
 - any other relevant information that the member company wishes to include relating to the request; and
 - a statement certifying that the information contained in the Request Letter is true and correct.

Please use the attached format for the Request Letter. Applicant should retain the original Request Letter to submit at the visa interview and should only submit a photocopy to ABC.

The Request Letter must be accompanied by the following items (the Request Letter and the items below, collectively the “**Request Package**”):

- DS-160 Visa Application Confirmation Sheet with photo;
- Scanned copy of the bio-data page of the applicant’s current passport; and
- Scanned copy of the non-refundable non-immigrant visa application fee receipt from the National Bank of Abu Dhabi.

NOTE : Applicants are encouraged to include in the Request Package a scanned copy of any previously issued U.S. B1/B2 visa(s).

Procedures

1. The ABC will accept Request Packages from the ABC President's Club and ABC Vice President's members by email. All other ABC member companies must submit Request Packages in person to the ABC office. The ABC office will a) accept Request Packages delivered in person and b) answer questions and in respect of Request Packages only between 9am and 11am during the work week.
2. After receiving a Request Package and verifying that the Request Package contains all of the required information, the ABC will endeavor to arrange an expedited appointment by contacting the Consulate. The desired appointment date will be not less than three business days after the date of the request from ABC. Appointments are generally scheduled Sunday and Tuesday mornings at 9:00 a.m. Additionally, at least two to three business days from the day of the interview may be required to issue an approved visa. In some cases processing may be delayed; so requests should be made as early as possible.

3. On the date of the appointment, the applicant and family members, if applicable, must appear personally for fingerprint scanning and the visa interview. The applicant must bring the original Request letter to the interview. Additional documents supporting the visa application may be presented at the interview.
4. An applicant whose visa application is approved will be advised of delivery procedures by the Consulate. An applicant whose visa application is denied will be given a letter explaining the reason for the refusal.

Confidentiality of Visa Applications

Under section 222(f) of the Immigration and Nationality Act (INA), visa records are confidential. In the interests of confidentiality and privacy, the Consulate does not comment on individual visa applications. Questions as to whether a visa application was made or a visa was issued or denied should be addressed to the Consulate by the applicant. Applicants who need to contact the Consulate regarding their previously submitted cases will find information on how to do so at <http://dubai.usconsulate.gov>.

Appointments outside the Program

ABC business member employees who need a visa to travel to the United States, but who do not meet the Program criteria, should refer to the Consulate's website for more information about application procedures.

Modification of the Program

The ABC may, in its sole discretion, at any time terminate or suspend the Program or curtail access to the Program by any member of the ABC. Further, the ABC may at any time revise the requirements of the Program.