PROCEDURE FOR OBTAINING A VISA FOR PUERTO RICO IF YOUR COUNTRY DOES NOT HAVE A WAIVER

1. Delegates will be provided with an original letter from ISAF officially inviting them to participate in the Annual Conference 2011. We will need the full name of the delegate / observer for this letter. This information is a matter of record for Council and Committee members and letters have already been produced; all observers hoping to attend the Annual Conference 2011 in Puerto Rico will, therefore, need to either complete the information form or send their full names to visa@isaf.co.uk. These letters will be handed out in either Athens or the Mid-Year Meeting 2011 or otherwise posted directly.

2. Delegates / Observers must present this letter of invitation to the US Embassy in their respective countries to solicit their visas.

3. Delegates / Observers should then notify ISAF that he/she has/will apply for a visa by completing the attached form. This form can either be handed in to Reception at the Annual Conference in Athens or emailed to visa@isaf.co.uk. The following information is needed:
   a. the office the visa application has been made
   b. indication of when you will be sending your application to the US Embassy
   c. your full name
   d. your passport number
   e. your home address (principal residence)

4. ISAF will forward this information to the Puerto Rico Convention Bureau who will collate all the documents and provide the PR Department of State with each application. Please note: this information will be treated in the strictest of confidence.

5. The PR Department of State will draft a letter of support that will be sent via fax to each delegate / observer’s respective embassy where they applied thus providing confirmation directly about the event and its dates.

Please note:

The cutoff date for this streamlined visa application process is 4 months prior to the Conference ie beginning of July 2011.