



Steps to receive a Letter of Invitation for your Visa Application

Many international visitors attending Techtex

til North America require a visa to enter the United States. Below are some suggested steps to follow when applying for a visa that will help maximize the chances of approval of your application.

While submitting an official Letter of Invitation from Techtex

til North America with your application is an important step in this process, the letter does not guarantee approval of your application. The letter is supplementary information that explains an applicant's travel purpose in the United States. U.S. Embassy officers look at an applicant's personal and professional situation in determining visa eligibility.

Visa Application

The following steps will give you the best possible chance of securing a U.S. visa. It is recommended that you start the process approximately 90 days prior to your departure.

1. Register for Techtex
2. Once you have completed your registration, please follow these steps in order to receive a VISA letter:

Contact Meg Bevan at meg.armagost@usa.messefrankfurt.com with the following items*:

- Full Name (Mr. John Smith)
- Business Title (Owner, Manager, etc)
- Date of Birth (mm/dd/yyyy)
- Passport Number
- Passport Expiration Date (mm/dd/yyyy)
- Company Name
- Business Address
- City, State and Country
- Zip Code
- Image of Passport

* Not having every item in the email will delay processing or result in denying the Visa Invitation Letter.

3. Allow 3 business days after submitting your complete information to receive your invitation letter. Print the Letter of Invitation in color and submit it along with your visa application to the U.S. Embassy/Consulate.
4. We suggest that you do not purchase your airline ticket until your visa application has been approved.

Online Visa Application

If you require a visa to enter the United States, please complete the [U.S. State Department Online Non-immigration Visa Application](#). This online application is used by all U.S. Embassies. Once you complete the online application, a confirmation will be emailed to you outlining further instructions for an appointment. U.S. immigration services recommend that you contact the U.S. Embassy/Consulate in your locale to find out what other supporting documents you will need to take with you to your appointment.



Complete the registration process in full for each Visitor requiring a Letter of Invitation. Only requests submitted via the online registration form will be processed.

Visa Waiver Program

The Visa Waiver Program (VWP) enables citizens of 38 countries to travel to the United States for tourism or business for 90 days or less without the need for a visa. The following is a list of countries that qualify for the Waiver under the VWP. Visit the State Department website to learn more about the Visa Waiver Program. [MORE](#)

List of VWP Countries:

Andorra	Hungary	Norway
Australia	Iceland	Portugal
Austria	Ireland	San Marino
Belgium	Italy	Singapore
Brunei	Japan	Slovakia
Chile	Latvia	Slovenia
Czech Republic	Liechtenstein	South Korea
Denmark	Lithuania	Spain
Estonia	Luxembourg	Sweden
Finland	Malta	Switzerland
France	Monaco	Taiwan*
Germany	Netherlands	United Kingdom**
Greece	New Zealand	

Visas for International Media

International members of the media should request a Non-Immigrant Media (I) Visa, as using the visa waiver program to work as a journalist in the U.S. will not guarantee entry. More information about the I-Visa can be found on the U.S. Embassy website for your home country. Visit the U.S. State Department's website to find the appropriate Embassy's website. [MORE](#)