

## **How do I request an invitation letter to apply for a Visa to enter the United States and attend the IBM Impact 2014 conference?**

It is the requestor's responsibility to determine the type of visa they need to apply for, allow ample time to complete the application and ensure compliance with the parameters of the type of visa obtained, for their visit to the United States to attend this conference. By submitting the request for an invitation letter, the requestor agrees to this.

To request an invitation letter, please use the following steps:

1. Send an email from your employer/business email address that matches the name on your passport. **We cannot process requests from public addresses (e.g., @yahoo, @gmail, @msn, etc.).**
2. Have the subject line read: IMPACT - Visa Invitation - Name – Company/Organization and personalize the "Name" and "Company/Organization" fields with your name as it appears on your passport and employer name.
3. Copy the text under "Information to send in the request" below, insert the responses and send to [ibmimpactregistration@maritztravel.com](mailto:ibmimpactregistration@maritztravel.com).

**IBM INDIA EMPLOYEES ONLY-** please send a note to [ils@us.ibm.com](mailto:ils@us.ibm.com) to initiate your request. You do not need to send any information.

Note: Please send one request per email and from the employer/business email address that matches the requestor's name and place of employment. IBM employees requesting on behalf of their client must provide the client's business email address when submitting the request as the invitation letter must be sent directly to the traveler. IBM employees must follow additional IBM travel guidelines/policies in their country of employment/residence. All IBM employees are required to run an Immigration Determination Tool (IDT) assessment for each trip, even if traveling between countries that participate in the visa waiver program, and provide the approval number and a screen shot of the approval that shows travel dates in the invitation letter request (not as an attachment). Please visit the "Travel" page on the internal network to link to the "Cross-Border" webpage and the IDT. Searching "IDT" on your internal home page should also bring you to the tool.

If you already have a visa to enter the U.S. that covers the timeframe of the conference, the confirmation email of your enrollment should be sufficient for the customs agent at your U.S. point of entry. Please have a printed copy of the confirmation email with your travel papers along with a printed copy of the conference agenda for additional backup.

The visa invitation letter will be sent as a PDF file via e-mail to you within 3 business days of receiving the request provided the information is complete. If you need the letter faxed, please specify the details in your initial request. Most countries readily accept a printed copy of the PDF. The letter will be issued for the business dates of the conference. If you have a specific pre- or post-conference session that is more than one day prior to when you would arrive, please indicate details in your request including proper event name and a contact name. We regret we cannot provide visa invitation letters for additional family members not attending the conference. They should be able to apply for a tourist visa. It is recommended that you have a printed copy of the invitation letter, the confirmation email of your enrollment and the conference agenda with you when you depart for the U.S. Note that your postal mailing address is requested for the addressing of the PDF version of the letter, however, no letter is actually mailed.

Please include the full address (street, city, province, country, zip/postal code). Your first and surnames should be as stated on your passport.

**Information to send in the request:**

I am requesting a visa invitation letter to secure the necessary travel papers to attend the IBM Impact 2014 Conference at The Venetian Resort Hotel Casino in Las Vegas, Nevada, USA from April 27 – May 1, 2014. I am providing the necessary information below.

**Clients & Business Partners and other Non-IBM employees please send:**

Company/Organization Name:

Business Street Address Line 1:

Business Street Address Line 2 if needed:

City, Province, Country, Postal Code:

First name:

Surname:

Nationality:

Place of birth: <not date>

Passport Number:

Date of issuance:

Date of expiration:

Place of issue:

Fax # (only if from China as you must present a faxed letter from a US area code):

**IBM India employees please send** a note to [ils@us.ibm.com](mailto:ils@us.ibm.com) to initiate your request. You do not need to send the information below.

**Other IBM employees please send:**

First name:

Surname:

Passport Number:

Country passport issued from:

Your job title if not in your note closing:

Your date of hire (in US date format of month (alpha)/date/year - please include date):

Your duration of employment in years & months (e.g., 3 years, 2 months):

Fax # (only if from China as you must present a faxed letter from a US area code):

Your IDT Assessment Approval Number and a screen shot of the table (with the blue text) that comes via email and shows your arrival and departure dates pasted in to the note (not attached).