### REQUESTING AN EXPEDITED VISA APPOINTMENT

If a visa applicant has an unforeseen travel need as per one of the criteria listed below, they may qualify for an expedited appointment at the U.S. Embassy or Consulate, depending on availability.  Proof of the urgency of the request must be provided, review the U.S. consulate or embassy information where the international scholar plans to apply for more information.

**Urgent Business Travel**

Purpose of travel is to attend to an urgent business matter where the travel requirement could not be predicted in advance.

**Essential documentation:**

A letter of invitation from the corresponding company in the United States explaining the urgency of the planned visit, describing the nature of the business and how either the U.S. or local company will suffer a significant loss of opportunity if an expedited appointment is not available.

or

Evidence of a necessary training program in the United States of three months duration or less, to include letters from both the local employer and the U.S. Company providing the training. Each letter should include a detailed explanation of the training, why the need to travel is urgent and explain how either the U.S. or local company will suffer a significant loss of opportunity if an expedited appointment is not available.

**Students or Exchange Visitors**

Purpose of travel is to begin or resume a valid program of study in the United States when no regular visa appointments are available before the program start date.

**Essential documentation:**

Original Form DS-2019 indicating start date of program within 60 days.

Evidence that you have paid the SEVIS fee (when applicable).

**Sample Letter for J-1 Exchange Visitor – Template below**

**[Enter OSU Department Letterhead]**

**[Date]**

**U.S. Visa Processing**

**[Name of U.S. Embassy or Consulate]**

**[Full Address]**

Subject: J-1 Visa Expedite Request

To Whom It May Concern:

The purpose of this letter is to request that the J-1 visa interview appointments be expedited for the following group of J-1 **[Research Scholar/Short-Term Scholar/Student Intern]** Exchange Visitors to Oregon State University so they can begin their **collaborative research/internship/training** activities on time from **[start date] to [end date]**.

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Date of Birth (MM/DD/YYYY)** | **Email** |
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**[Explain circumstances that require expedition. For example: This group of students will not be able to defer the dates of their program due to the internship needing to fall within the period of being a student at a foreign institution in order to meet the J-1 Student Intern category program requirements as the students are expected to graduate on DATE].**

This internship supports the international exchange of **[biomedical and veterinary student researchers]** between **[Country]** and the United States. The program involves **[one month of research rotations as well as the opportunity to sit-in on classes] at the [College Name]** at the Oregon State University **[Corvallis]** campus. These students will gain invaluable research experience and develop cross-cultural communications skills, which will further the avenue of international science communication. The students, and this program will suffer significant loss of opportunity if an expedited appointment is not made available.

Sincerely,

**[Sponsoring Professor Signature]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[Printed Name]**

**[Title]**