

# Visa Guide

## Do I need a visa to attend a program?

For international participants, the B1/B2 visa (for participation in scientific, educational, professional, or business conventions, conferences, or seminars) is the appropriate visa for entry into the United States from required countries.

When applying for a visa, you may ask an Executive Education Program Manager to prepare an invitation letter to help with your visa application. It is important to emphasize that the visit is for business purposes. You may also apply for the Visa Waiver Program if you are a citizen or national from an eligible country.

## Visas

International Executive Education Participants will need to obtain a B-1/B-2 visa or use the Visa Waiver ('ESTA') program to attend Executive Education programs. Northwestern Kellogg is not able to assist with the visa application process. If you have questions regarding the visa application process, we recommend working with a local travel agent. While the B-1/B-2 visa does not require proof of health insurance with international coverage, NU Executive Education recommends that all its participants are covered by health insurance while in our care.



U.S. State Department website:

<https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>

## Steps for Incoming Executive Education Participants

The process of requesting B-1 or WB status begins with the host department. After the department's request has been approved, the visitor will need to complete a series of steps.

### Instructions for Incoming Short-Term Visitors

#### 1. Apply for B-1 or WB visa status

##### B-1 status:

- Schedule a visa appointment at the US Embassy or Consulate in your home country to **apply for a B-1 visa stamp**.
- Check with the US Embassy or Consulate to verify which documents to present at the appointment. Common required documents:
  - Kellogg approved letter of invitation from Northwestern University department.
  - Proof that the Executive Education Participant has adequate finances to support himself/herself for the duration of stay in the U.S.

##### WB status in the Visa Waiver Program (VWP):

- The visitor's passport must be issued by a VWP country and **meet the requirements for VWP travel**.
- Submit an intent to travel through the Electronic System for Travel Authorization (ESTA).

#### 2. Enter the U.S.

- Bring the letter of invitation from the Northwestern Kellogg.

## Visa Processing Times

We suggest referring to the U.S. State Department website, <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>.

The website has links to every U.S. embassy and consulate to find the local application procedures, requirements, and estimated processing times online. Kellogg and Northwestern University are not able to advise on visa requirements or application procedures.

Visa Type	External Processing Time	Fees	USCIS Fees	Attorney Fees
B1	Varies based on consulate	n/a	n/a	n/a
J1	Varies based on consulate	<a href="#">Click here to link to fees</a>	n/a	n/a

