



## International Association for Counselling (IAC)

### IAC Conferences – Letters of Invitation & Visas

As part of the visa application process, you may be required to submit a Letter of Invitation from the IAC Conference Organising Committee.

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#### Letters of Invitation

A Letter of Invitation is an official document that confirms payment of registration fees and / or acceptance of your paper for presentation. It extends an official invitation to attend and participate in the upcoming conference. In other words, it provides the holder with an official reason to come to the conference. It will likely form one of the documents required for visa application and may be required by your university, or employer, for administrative purposes.

In order to qualify for an IAC Letter of Invitation, you must meet one of the following criteria:

- Be an invited Keynote speaker or the author of an **accepted** abstract /paper.
- Be registered as an audience member and having paid the conference registration fee in full.
- Be a conference exhibitor and having paid the exhibitor fee and conference registration in full.

**IAC will not, under any circumstances, provide a Letter of Invitation or visa application paperwork to any interested party who does not meet at least one the criteria listed above.**

If your application for a Letter of Invitation is successful, your Letter of Invitation will be sent to you by email as a PDF attachment. **Please ensure you allow sufficient time for your application to be processed. A letter of invitation takes between 7-14 days to process.**

**The following information is required, from you, for your letter of Invitation:**

- First Name
- Last Name
- Email Address
- Position / Title
- Organisation
- Address

- Telephone Number
  - Birth Date
  - Passport Number
  - Passport Expiration Date
  - Country of Citizenship
  - Role at Conference (Invited Speaker, Speaker, Exhibitor, Delegate)
  - Presentation Title (if presenting)
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## **Letters of Guarantee - IAC cannot provide Letters of Guarantee**

Please note that a Letter of Guarantee is different from a Letter of Invitation. Depending on your professional situation, background and nationality, you may be required to submit a Letter of Invitation and/or Letter of Guarantee.

A Letter of Guarantee is a letter in which an individual or body agrees to be legally and financially responsible for you during your stay in the conference country. You may know an individual or institution in the country that is willing to act as a guarantor, or, if you have no connection with the country, some country authorities may find that it is acceptable to have your employer or university act as the guarantor. **IAC cannot provide Letters of Guarantee.**

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## **Further Visa Assistance**

All questions/concerns regarding the status of your visa should be directed to the conference country Embassy/Consulate in your home, or nearest, country.

If your visa application is denied, please note that IAC will not be able to change the decision of the immigration authorities, nor will IAC engage in discussion or correspondence with the authorities on behalf of the applicant.

**IAC is not authorised to assist with the visa process beyond providing a Letter of Invitation.**

**Thank You**