# **VISA INVITATION REQUEST INSTRUCTIONS**

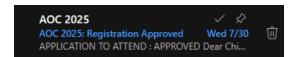
## 1. Register for the Convention

Start by completing your registration as you normally would at <u>aoc2025.org/register</u>. The option to request a visa letter will not be available until your registration has been reviewed and approved.



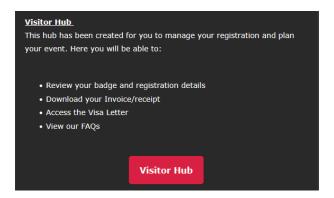
# 2. Wait for Your Approval Email

Once your registration has been vetted, you'll receive an automated email with the subject "AOC 2025: Registration Approved." This confirms your access to the next steps.



# 3. Log in to the Visitor Hub

Click the "Visitor Hub" button in your approval email. It will open a new tab in your browser with your Visitor Hub.



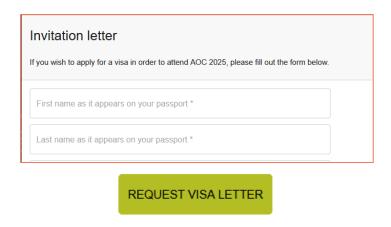
## 4. Click "Request Visa Letter"

At the top of your Visitor Hub, you will see the following tabs. Click "Request Visa Letter" - a new tab will open.



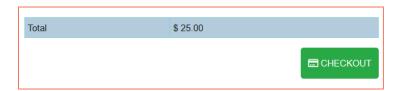
## 5. Complete the Visa Letter Form & Submit Your Request

Complete the Invitation Letter form fully and accurately. Be sure to double-check spelling and information; your invitation letter will be generated based on what you enter here. When finished, click "Request Visa Letter" at the bottom of the form. You will then be taken to the administrative fee checkout page.



## 6. Pay Administrative Fee

After submitting your form, you will be taken to the \$25 administrative processing fee checkout page. Submit payment to begin processing your request.



## 7. Wait for Your Approval Email

Please allow time for processing. Once approved, you will receive an automated email with the subject "Visa Letter Approved".

AOC International Symposium & Conven... Visa Letter Approved 12:45 PM Dear Alexis, Many thanks for applying for a visa ...

## 8. Download your Letter

Open your approval email and click the "Download Your Letter" button. A new window will open where you can view and save the PDF version of your visa invitation letter. No further action is required unless you encounter an issue.

Download your letter