

Visa Interview Information & Documents Needed

When we receive your online registration, we will email you an individualized official invitation letter from Jeff Reed in secure pdf. format. You need this letter to take to your visa interview and for travel purposes at your Port of Entry. If you do not received this invitation letter within three days of registering, please email kathy@bild.org and let us know.

Visa requirements are different depending on your country of origination. Citizens of most countries need a visa to travel to the USA, but you must determine whether or not you live in a visa waiver country. Contact the U. S. Embassy in your country of origin or visit its website to determine whether or not you need a visa to travel to the USA. This website lists the location of all U. S. Embassies and Consulates <http://www.usembassy.gov/>.

In many cases, if you go online to book a new interview appointment for an earlier date, you must first cancel your previous appointment date before you are allowed to book a new date. This varies from embassy to embassy so check on this in your country.

After you successfully book an interview appointment, the embassy will send you specific instructions concerning the items they want you to bring to your interview including fees and charges.

Here are some general suggestions that will help you in getting your visa:

1. You must be prepared to answer the questions about BILD and the Summit.
 - a. What does BILD stand for? Biblical Institute of Leadership Development.
 - b. What is BILD? BILD International is an organization that develops curriculum and strengthens networks of churches to train leaders within their churches. BILD has a curriculum of resources to train these leaders with a goal of building strong churches.
 - c. What is this Summit you are going to? The Summit will give you training in the BILD theological education system. While at the Summit you will make plans for using this training within your church or church network when you return to your home.
2. When it arrives, please read the visa invitation letter from Jeff Reed very thoroughly. It will help you answer questions about the Summit. You should read the publication found at this link "[Global Church-Based Theological Education— Accelerating Church Planting Movements Worldwide by Training Leaders in the Way of Christ and His Apostles.](#)" This 20-page piece describes the nature of BILD's ministry and training. You can also go to the BILD website www.bild.org. There is much information there that you will find helpful. These things will help you more effectively answer questions at your visa interview.
3. The 2009 Summit section on the BILD website <http://www.bild.org/summit/Overview.htm> will help you gain a fuller understanding of the content of the Summit and help you answer visa interview questions about the Summit.
4. Registration for the 2009 Summit: The registration form is available at <http://register.bild.org/Summit/int>. All registration will be done online. You will receive an automatic confirmation reply after you register.
5. The Embassy views all people who apply for a nonimmigrant visa as actually intending to immigrate and not to return to their own country. Unfortunately this happens from some countries so they are very cautious and require compelling evidence provided by the applicant that they have reason to return.
6. You must take sufficient documentation that demonstrates that you have ties in your country that would compel you to return to your home after a temporary stay in the USA. A visa decision is not simply based on documents. A refusal indicates that the applicant's situation was inadequate to show why they must depart from the U.S. and return home. Recommended personal and financial documentation:
 - a. Bank statements (to show you are leaving money in your country)
 - b. Personal Income Tax statements – for last 3 years
 - c. Organization Income Tax statements (if applicable to your situation) – for last 3 years
 - d. Proof of property owned
 - e. Proof of employment and job awaiting you when you return
 - f. Proof of family remaining in your home country
7. Any documentation you send must also be carried with you to the appointment. The embassy will take no responsibility for documents or forms that have been sent to the embassy. They will not match an applicant to any documents they have received on their behalf. If you or someone on your behalf has sent documents or forms to the embassy, also take a copy of that document with you to your appointment.

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8. Here is a website that gives links to most forms: <http://www.state.gov/m/a/dir/forms>
9. All applicants must complete their application on an e-visa form (if this is not available, contact your US Embassy). E-Visa application form DS-156 is available online at <http://evisaforms.state.gov>. You should click the “Continue” button before printing this application form DS-156, and print the completed form using a laser printer only and not an ink jet or dot matrix. Bring your printed form on the day of your visa interview appointment.
10. Section 24 of Form DS-156 asks you to fill in the **address where you will stay** when you are in the US and for your **host’s name and telephone numbers**. After we receive your registration, we will email you this information as well as an official invitation letter from Jeff Reed.
11. Question 26 on Form DS-156 asks you how long you will stay in the US. You need to give the dates. For the Summit, please put down **October 24–November 8, 2009**. This allows you to arrive 2 days before and fly out the day after the Summit. If you have other things you wish to do in the US before or after the Summit, take that into account when you enter your dates.
12. Question 27 on Form DS 156 asks for the purpose of your trip. Please say **to attend the 2009 BILD International Summit**.
13. Question 34 asks for the names and relationships of persons traveling with you. This means are you taking a spouse, children etc. with you. It does not mean is anyone else traveling with you to the Summit. You do not need to list the other men coming to the BILD Summit from your organization.
14. You must also complete the Form DS-157 available at the US Department of State website: <http://www.state.gov/documents/organization/79964.pdf> or on the US Embassy website in your country For question 8 you should give the name and address for **BILD International, 2400 Oakwood Road, Ames, Iowa 50014 with the phone number 515-292-7012**. Your contact person can be **Keith Cook** at the same phone number.
15. Be sure to be prepared to pay all **fees** in the manner required.
16. Some requirements vary from country to country so be sure to check with the US Embassy in your country for any specific requirements regarding forms, documents, fees, and other items or issues. The following documents/items are needed at your visa interview:
 - a. Visa appointment receipt
 - b. Photograph meeting embassy regulations for size etc. Be sure to take the required number of copies.
 - c. Passport
 - d. Form DS-156. If you submitted your form electronically be sure to print a copy to take with you.
 - e. Form DS-157
 - f. Your invitation letter from Jeff Reed of BILD.
 - g. Letter of support from anyone else who is assisting with your expenses.
 - h. Letter from your church or organization stating their support of your coming to the Summit and its criticalness to the job you do there. Also stating that you will have a job when you return home.
 - i. Receipt for any fees you have been required to pay. This varies from country to country. In every country there will be a required visa application fee but the proof of payment required and the timing of that payment will be different from country to country. Please check the US embassy in your country to verify fees and the required proof of payment.
 - j. Be prepared to pay any fees that may be required at the embassy at the time of your interview or when you pick up your visa. Check the US embassy in your country for the payment method they require. In some countries a visa issuance fee is required and in other countries it is not.
 - k. Travel itinerary is not required but recommended.
17. If your visa is denied you can reapply for a new visa appointment. You may get a different interviewer. However, they discourage you from doing this unless you can obtain additional or new documentation that you did not present at your previous interview.
18. When you leave for your trip to the Summit be sure to take your needed documents for presenting to the officer at your Port of Entry. Even though you have been given a Visa, you are not cleared to travel in the US until you pass through your Port of Entry. For travel purposes you will need at a minimum your passport, invitation letter from Jeff Reed, and any letters of support.