

VISA PEER CONSULTATION LETTERS

OPERA America Request Guidelines

Review these guidelines carefully before requesting a visa peer consultation letter. All requests and materials must be sent to the email in the instructions below.

REQUIRED MATERIALS

- 1. A cover letter** stating:
 - Name, e-mail address and mailing address of the contact person at your company.
 - Artist's name (and, if different, the name stated on the USCIS petition).
 - Title and dates of the production.
 - Dates for which the artist will be in the U.S. (start and end date encompassing travel times).
 - Name and address of the performance venue
 - Artist's function or role in the opera.
 - Name and/or address of the USCIS service center to which the letter should be addressed.
- 2. A biography or resume** outlining:
 - Any awards or honors received by the artist.
 - A list of companies or cities in which the artist has performed.
 - Operatic roles the artist has performed.
 - Any recordings, television appearances or other areas in which the artist is in demand (e.g., if the artist is also a sought-after recitalist).
 - Web links to online digital content located in companies' or artist's websites.
 - A brief statement about why this artist is being contracted by your organization.
 - In some cases, it may be necessary to state why this particular artist is crucial to your company's production (e.g., a lighting designer who works exclusively with your stage director).
- 3. Materials about the artist's work that appeared in professional publications,** including:
 - Critical reviews documenting recent public performances by the artist (include date and name of publication)
 - If reviews are unavailable, provide evidence of how the artist is regarded in the press or by colleagues or employers.
 - If the reviews are foreign, include notarized English translations, with a sworn oath of accuracy by the translator. (Send the original notarized documents to USCIS and copies to OPERA America.)
- 4. Deal memos or contracts** (excerpted or in full) with each employer.

REQUEST PROCESS

1. **Send an email request to VisaLetters@operaamerica.org.**
(Requests via fax or postal mail cannot be processed.)
 - Use the email template outlined below.
 - Indicate if you require “Expedited” or “Rush” service in your subject line.
 - Include scans of the required materials listed below.

Email Template

- **TO:** VisaLetters@operaamerica.org
 - **SUBJECT:** “PEER CONSULTATION REQUEST ([*Standard/Expedited/Rushed*]) — [NAME OF ARTIST]”
 - **ATTACHMENTS:** See Required Materials
2. **If you are requesting standard service:**
 - Expect a confirmation email specifying a specific return time for the requested letter.
 - If you do not receive an email confirmation within 48 hours of your request, please email or call 646.699.5274 to follow up and confirm receipt of materials.
 3. **If you are requesting expedited or rush service:**
 - Call 646.699.5274 to confirm receipt of emailed materials.
 - Expect a confirmation email specifying a specific return time for the requested letter.
 - Complete payment of processing fees per instructions in the confirmation email.
(Payment must be received in full prior to the return of the executed letter.)
 4. **Once a letter is drafted, a PDF copy will be sent by email.**

SERVICE PROCESSING FEES

	Standard Service (10 Business Days)	Expedited Service (5 Business Days)	Rush Service (3 Business Days)
OPERA America Organizational Members	No Fee	\$50	\$100
Non-Members	\$250	\$300	\$350

Requests for a USCIS “Request for Further Evidence” second letter of support will incur a \$50 fee, in addition to the Standard, Expedited or Rush processing fees.