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 646.699.5275 to follow up and confirm receipt of materials.

3. **If you are requesting expedited or rush service:**
   - Call 646.699.5275 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

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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.