Visa Information & Letters of Invitation for International Attendees

All international visitors should check and confirm current visa requirements to enter the United States with the nearest Consulate in your own country prior to departure. You should also check with your country’s embassy on any travel related restrictions or advisories that may be in place. The Southeast Conference on Positive Behavior Interventions and Support (SEPBIS) cannot be held responsible for travelers that do not confirm their visa requirements or obtain the appropriate paperwork to travel to SEPBIS.

When applying for a visa to enter the United States, it is highly recommended that participants apply early to allow enough time for the screening processes at their local U.S. Embassy. The U.S. Consular Services suggests travelers begin the visa application process at least 60 days prior to the date of travel, however, it is also recommended that travelers contact the Consular Services of their local Embassy to find out how long the wait is for an interview.

Should a letter of invitation be required as part of a visa application, a written request must be submitted to SEPBIS via email: sepbis@georgiasouthern.edu.

For security purposes, the Division of Continuing Education’s policy for issuing official letters of invitation for the SEPBIS is as follows:

- Letters of Invitation can only be issued to confirmed registrants, defined as those who have paid the registration fees for the full conference.
- After you have received your official registration confirmation, you should request a letter of invitation via email: sepbis@georgiasouthern.edu.
- Letters of invitation can only be addressed and issued to the person registered for the conference. The Division of Continuing Education cannot issue letters of invitation for guests of participants.
- To expedite the preparation of a letter of invitation, please provide the following information in your request:
  - First Name
  - Last Name
  - Job Title
  - Institution
  - Address
  - Telephone
  - E-mail address
  - Date of Birth
  - Passport #
  - Date & Country of Issue of Passport
  - Period of Stay (dates)
  - Registration Confirmation Number
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Note: Obtaining a Letter of Invitation from SEPBIS will not guarantee that your U.S. visa application will be approved. The letter is merely supplementary information that explains a visa applicant’s intended purpose of travel to the United States. The decision to issue a visa is the sole judgment of the local Embassy or Consulate. U.S. Embassy officers look at the totality of an applicant’s personal and professional situation in determining visa eligibility. SEPBIS is unable to assist with actual visa processing.

Should issues arise during the visa process and you are concerned that you may not receive your visa in time for the conference; you should contact the conference organizers immediately. If you are not able to attend the conference due to visa issues, we will issue a refund of your registration fee as long as the following two criteria are met:

1. A refund request must be received in writing by emailing sepbis@georgiasouthern.edu,
   and
2. such notice is made on or before 14 days prior to the start of the conference.

If we are not informed of your visa issues before the above date, a refund will not be issued. Invitation letters will only be sent to those who have submitted payment for full conference registration.

Cancellation Policy

CANCELLATIONS: Cancellations must be received in writing or emailed to sepbis@georgiasouthern.edu. Seventy - Five percent (75%) of the registration fee will be refunded for cancellations received 31-60 days from the start of the conference. Fifty percent (50%) of the registration fee will be refunded for cancellations received 15-30 days from the start of the conference. Refunds will not be granted within 14 days of the start of the conference nor will they be given for no-shows. Credits will not be issued towards future conference events hosted by the Division of Continuing Education or Georgia Southern University.

If you have further questions or require additional information, please contact SEPBIS at sepbis@georgiasouthern.edu.