



National Interest Exception (NIE) Application How-To Guide

Where and How Do I Apply for an NIE?

The application for an NIE must be submitted to the U.S. consulate, regardless of whether a valid visa or ESTA approval is available or whether a new U.S. visa is being applied for.

The process of applying for a NIE may vary from country to country or from U.S. consulate to consulate. In addition, the application itself is constantly subject to change (e.g., contact email addresses change, etc.).

The NIE application is about supporting the urgency and importance of your trip to the United States. You must be able to demonstrate the planned activity must physically take place in the United States and cannot be rescheduled or conducted remotely.

Therefore, you generally need to prepare the following **NIE application documents**:

- Letter of justification and, if requested, further proof (e.g. Company Letter)
- Copy of passport
- Travel data
- ESTA approval/visa copy
- If necessary, further documents (depending on the U.S. consulate)

When Should I Apply for a NIE?

You should plan on approximately **three to six weeks*** to process your NIE application, although processing times vary depending on the U.S. consulate.

*Taking internal company policies and procedures into account, ISPE recommends that the NIE application is done by the beginning of September.

How long is my NIE valid?

NIEs are now valid for 12 months from the date of approval by the U.S. authorities and entitle the holder to multiple entries for the approved purpose of stay within this period.

What is the application fee?

For those who already hold a valid ESTA permit or U.S. visa, there is **no additional cost** for a NIE application. For a NIE application as part of a visa or ESTA application, the respective application fees for the visa or ESTA must be paid; however, there is no "NIE extra charge".



Summary:

NIE REQUEST WITH EXISTING VISA / ESTA	NIE REQUEST WHEN APPLYING FOR A VISA
1. Contact the U.S. consulate	
Request by e-mail to the responsible U.S. consulate	Regular visa appointment or emergency appointment (depending on visa category and consulate)
2. Submission of the NIE application documents	
Via e-mail	During the visa appointment with regular visa application documentation
3. Examination by U.S. consulate	
Processing time approx. 7-30 days	Examination on the day of the visa appointment if the conditions for visa and NIE are met
4. Granted NIE	
NIE approval by e-mail (waiver is also electronically registered)	Visa issuance (waiver is also electronically registered)
5. Refused NIE	
Entry currently not possible	Visa refusal (exclusion from VWP / ESTA, if applicable); entry currently not possible

When speakers for the ASRM 2021 Scientific Congress & Expo are from international companies, we recommend that the respective companies provide a strong business rationale:

- Why it is important that the employee speak/attend the ASRM 2021 Scientific Congress & Expo in October?

Further details to consider:

- The application should be given on an existing Visa Waiver/ESTA**
 - If not, submit the requirements which correspond to your visa type and request

**Under a Visa Waiver/ESTA application the following should be submitted to your local US Embassy/Consulate:

- Attach scans of the ESTA approvals of all travelers and
- Attach scans of the passport data pages of all travelers
- If you are not an EU citizen, attached a scan of my EU residency card
- Request is for business reasons (please explain and attach a letter from your company)

Guideline to the Content of the Application Letter

Details and Guidelines for Letter Content

- Details of event
 - Event name: ASRM 2021 Scientific Congress & Expo
 - Dates: 17 Oct – 20 Oct
 - Adjust to what travel dates are being planned
- Apply as a Further Persons category, highlighting the Healthcare (including COVID-19 mitigation) focus – if necessary to mention
- (Insert your name) will be visiting and attending the educational meeting during their time in the USA
 - Elaborate on this aspect, with a strong business emphasis, if it is applicable



- Add any other business opportunities that the person can/will do whilst being in the USA.

Content for the Letter

*Note: Personalize the content below in red.

To Whom it May Concern:

With this e-mail, I apply for the National Interest Exception on the grounds of public health.

1. Company

- a. Company motivation and possible visits to the US sites
- b. Personal role in healthcare focus through company activities

2. American Society for Reproductive Medicine (ASRM) (www.asrm.org)

The American Society for Reproductive Medicine (ASRM) is a nonprofit organization dedicated to the advancement of the science and practice of reproductive medicine. The Society accomplishes its mission through the pursuit of excellence in evidence-based, life-long education and learning, through the advancement and support of innovative research, through the development and dissemination of the highest ethical and quality standards in patient care, and through advocacy on behalf of physicians and affiliated healthcare providers and their patients.

On 17 Oct – 20 Oct 2021, ASRM will be hosting its in-person ASRM 2021 Scientific Congress & Expo in Baltimore, Maryland, USA. At this conference, top experts in reproductive medicine will discuss the latest in reproductive care.

Content for Program Committee Attendee

As part of the program committee for the 2021 ASRM Scientific Congress & Expo, I will be leading and involved with conversations and activities specific to the reproductive health and medicine through the world. In my role, it is vital to be present in-person to ensure the continued public health benefits that we are providing to patients worldwide. In addition to my contributions as a program committee member, I will benefit as an attendee taking in the comprehensive education program featuring technical insights on the latest developments in supply chain, operations, facilities, equipment, information systems, product development, production systems, quality systems, regulatory guidance, and cutting-edge industry innovations. Sessions will be led by experts representing leading organizations and academic institutions throughout the world. In the ever-developing reproductive health field, it is crucial that I participate in-person to contribute to the industry's greater good and proactively stay current with regulations, ethical considerations, products, technologies, and best practices to better service my patients, my community, and my country.



Content for Speaker Attendee

As a speaker at the 2021 ASRM Scientific Congress and Expo, I will be speaking on topics with a specific focus on reproductive health, medicine, and science. In my role, it is vital to be present in-person to share my expertise, as well as, to participate in panel discussions that will contribute to knowledge sharing and training necessary to ensure public health benefits for patients worldwide. In addition to my contributions as a program speaker, I will benefit as an attendee taking in the comprehensive education program featuring insights on the latest developments in genetic and epigenetics, precision, and personalized medicine. The in-person program will also provide sessions centered on developmental origins of health and disease that will impact my clinical care and patient engagement. I will also engage with experts from industry-partners and organizations, including the NICHD and the WHO, on topics related to product development, regulatory guidance, and cutting-edge industry innovations. In the ever-developing reproductive health field, it is crucial that I participate in-person to contribute to the industry's greater good and proactively stay current with regulations, technologies, products, and research that will lead to best practices.

Content for In-Person Attendee

As an attendee at the 2021 ASRM Scientific Congress and Expo, I will learn and collaborate with professionals and leaders on focused reproductive health, medicine, and science topics, including the impact of COVID19 and the health care environment during a pandemic. In my role at my organization, it is vital to be present in-person to obtain this information first-hand and serve as an educator for other professionals in my organization as we continue to work towards providing impactful reproductive health care for all patients worldwide. I will benefit as an attendee taking in the comprehensive education program featuring insights on the latest developments in genetic and epigenetics, precision, and personalized medicine. The in-person program will also provide sessions centered on developmental origins of health and disease that will impact my clinical care and patient engagement. I will also engage with experts from industry-partners and organizations, including the NICHD and the WHO, on topics related to product development, regulatory guidance, and cutting-edge industry innovations. In the ever-developing field of reproductive medicine it is crucial that I participate in-person to proactively stay current with regulations, technologies, products, and research that will lead to best practices.

Sincerely,
(Insert Name)