

Special Call

Ibermúsicas - Mid Atlantic Arts

2024

With the mission of promoting intercultural dialogue between musical artists from Ibero America and audiences in the United States, this call is created in collaboration between Ibermúsicas and Mid Atlantic Arts to assist with funds for the selected projects following the guidelines of each organization.

In this sense, this contest has been designed to provide financial support to the **circulation of Ibero American artists in the United States** dedicated to music of all genres, for the **July 2025 to June 2026 season**. The vision of culture and sustainable development of each project will be taken into account, that is, the relevance of the projects for the field of music (contribution to the development of languages, territories or musical scenes, to the development of public training, launching of artists, premieres, the development of knowledge exchange) and the ability to generate lasting work networks over time. In addition, it will be important that the projects propose **linking activities that provide engagement opportunities with the communities** of the cities they visit such as courses, workshops, master classes, panel discussions, etc. and carry out **actions aimed at promoting a meeting with Ibero-American migrant communities**.

Aware of the impact that the cost of work visas has on projects that promote the circulation of artists in the United States, Ibermúsicas is dedicated in this call to providing assistance specifically in this area.

In turn, Mid Atlantic Arts will financially support with a maximum of 50% of the contract those presenters who: **1)** demonstrate a work contract with the selected Ibero-American artists; **2)** have 501c3 nonprofit status or are units of state or local government, **3)** and are located in the mid-Atlantic region, namely: Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, the US Virgin Islands, Virginia, West Virginia and the native nations that share this geography; **4)** plus the commitments that Mid Atlantic Arts considers necessary in its own call. "Presenters" are understood to be the institutions, organizations, cultural centers, universities or performing spaces that will program a concert and community engagement activity of the applicant's musical project.

The US tour may also be completed with other types of presenters (such as private venues other than 501c3, for example) in the same region and beyond. In turn, the projects benefiting from this call will be able to continue adding dates to their tour of the United States

(in addition to the commitments agreed upon on the closing date of this call), which must be included and reported in the final report.

1. ABOUT IBERMÚSICAS

The Program to Promote Ibero-American Music, IberoMúsicas, was approved at the XXI Ibero-American Summit of Heads of State and Government, held in Asunción, Paraguay in November 2011.

IberoMúsicas aims to promote the presence and knowledge of Ibero-American cultural diversity in the field of musical arts, bringing them closer to all social sectors in the region and expanding the job market for professionals in the sector.

IberoMúsicas is governed by the IberoMúsicas Intergovernmental Council, for which each Member State appoints a musical arts authority as its representative. This Council defines the policy and modalities of financial support and makes decisions in accordance with the rules set forth in the Operating Regulations of the IberoMúsicas Program. Ordinary meetings of the Council are held to decide the terms of the calls, the projects supported, the amount and evaluation of the Program, among other aspects. Within this structure, the IberoMúsicas Technical Unit assumes responsibility for the execution and operation of the Program.

2. ABOUT MID ATLANTIC ARTS

Mid Atlantic Arts was established in 1979 to promote and support arts programming in multiple states in a region that includes Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, the U.S. Virgin Islands, Virginia, West Virginia, and the native nations that share this geography. It is one of six regional arts organizations and works closely with the National Endowment for the Arts and its state arts agencies and jurisdictional members. Mid Atlantic Arts is distinguished by its work in international cultural exchange, its model performing arts touring programs, its knowledge and presence in the field of jazz, and its promotion of popular and traditional arts.

Mid Atlantic Arts' mission is to nurture and fund the creation and presentation of diverse artistic expressions and to connect people with meaningful artistic experiences within and beyond their region.

For more information, access: www.midatlanticarts.org

3. ABOUT THE CALL

3.1 The purpose of this call is to support and promote the internationalization of Ibero-American musical performances in the United States during **the season from July 1, 2025 to June 30, 2026**. If any rescheduling is required, it is possible but it must only occur within this period.

3.2 Musicians, groups, ensembles, etc. of all musical genres are authorized to participate in this call that belong by nationality or by certified residence to Argentina, Brazil, Chile, Colombia, Costa Rica, Ecuador, Spain, Mexico, Panama, Paraguay, Peru and Portugal.

3.3. For projects presented by groups, at least 70% of the musicians in the ensemble must reside in the country in which they are presented, 20% can be musicians of other Ibero-American nationalities and 10% can be musicians from other countries.

3.4. Applications are eligible that:

- 3.4.1. are presented by **music producers, booking agencies, management agencies, managers, producers and promoters from Ibero-músicas member countries** that have registered in the Ibero-músicas Catalog;
- 3.4.2. **apply with artists from the countries listed in 3.2** that have been registered in the Ibero-músicas Catalog;
- 3.4.3 have an agent **or representative, music producer, booking agency, management agency or promoter from the United States** who has been registered in the Ibero-músicas Catalog and who **must extend a Letter of Commitment or employment relationship with the project to apply**;
- 3.4.4 have at least **two (2) Letters of Invitation or intent** from presenters from two different states in the Mid-Atlantic region: Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, the US Virgin Islands, Virginia, West Virginia, and the Native nations that share this geography. They must be non-profit (**501c3 designation and/or public institutions**) and must state in their invitations a proposal for fees for the invited artists. Preference will be given to those who present three (3) Letters of Invitation or intention, or to those who present two (2) Letters of Invitation or intention from Puerto Rico or to those who present two (2) Letters of Invitation or intention from the Virgin Islands;
- 3.4.5. express a proposal for community engagement in the cities where they will be presented (workshops, talks, masterclasses, etc.).

3.5. Applications must present a clear development of the project to be carried out. The US tour may, in addition to meeting the requirements of clause 3.4.4, be completed with other types of presenters (private venues other than type 501c3) in the same region and

expanding beyond it as well. In turn, the projects benefiting from this call will be able to continue adding dates to their tour of the United States (in addition to the commitments agreed upon on the closing date of this call), which must be included and reported in the final report.

3.6 You can only participate with a single proposal per call.

3.7 Artists, groups and ensembles that have benefited from support from Mid Atlantic Arts will not be able to participate in this call.

3.8 In order to apply for the financial support of this call, the project representatives must be up to date with all legal and fiscal obligations and not be disqualified from receiving financial support in their country of origin.

4. SELECTION CRITERIA

The applications submitted will have preference in the granting of financial support based on the following selection criteria:

4.1 Vision of culture and sustainable development of the proposal. 50%

- The relevance for the field of music will be taken into account: contribution to the development of languages, territories or musical scenes, for the development of audience training, the launch of artists, premieres, the development of exchange of knowledge, capabilities techniques, etc.
- The capacity proposed by the project to generate lasting work networks over time will be taken into account.
- **At least two (2) Letters of Invitation or intent** from 501c3 presenters from different states in the Mid-Atlantic region will be taken into account according to clause 3.4.4
- The existence of community engagement activities will be taken into account through courses, workshops, master classes, panel discussions, etc. in the destination cities and with Ibero-American migrant communities.
- Projects that present three (3) or more Letters of Invitation or intent will be positively weighted.
- Projects that present at least two (2) Letters of Invitation or intention from Puerto Rico will be positively weighted.
- Projects that present at least two (2) Letters of Invitation or intent from the Virgin Islands will be positively weighted.
- Those projects that present a proposal for an educational or community benefit activity in their country will be positively weighted (for the latter, participation in

Culture Points of the Ibercultura Viva Program may be taken into account, among other possibilities).

4.2 Artistic/professional journey of the applicant/s. 20%

- Consideration will be given to those with outstanding artistic careers with international reach and those ready to start their journey towards international recognition in the United States

4.3 Relevance of the tour proposal presented. 20%

- The artistic relevance of the institutions, festivals, and events proposed during the tour will be taken into account, including the recognition of critics and the public.

4.4 Gender equality. 2.5%

- By affirmative action, those projects that address the gender perspective (content or target audience).
- By affirmative action, those proposals in which there is an equal or majority composition of women in the project.

4.5 Multiculturalism. 2.5%

- By affirmative action, those projects that address the perspective of multiculturalism (content or target audience).
- By affirmative action, those projects that include Afro-descendant and/or indigenous people.

4.6 Inclusion of the LGBTQ+ community. 2.5%

- By affirmative action, those projects that address the perspective of non-discrimination (content or target audience).
- By affirmative action, those projects that include people from the LGBTQ+ community.

4.7 Accessibility. 2.5%

- By affirmative action, those projects that address the perspective of accessibility for disabilities (content or target audience).
- By affirmative action those projects that include people with disabilities.

EVALUATION SUMMARY TABLE	
Criterion	Weighing
Vision of culture and sustainable development of the proposal	50%
Artistic/professional tour	20%
Relevance of the event or the host institution	20%
Affirmative action: gender equality	2.5%
Affirmative action: multiculturalism	2.5%
Affirmative action: inclusion of the LGBTQ+ community	2.5%
Affirmative action: accessibility	2.5%

5. ABOUT THE SUPPORT OF IBERMÚSICAS

5.1 Ibermúsicas will contribute with financial assistance to cover the expenses involved in applying for work visas in the United States (the cost of work visas, the costs of technical or legal assistance and any other procedure related to it, such as international shipments for documentation, for example). Visas must be processed approximately six months in advance of the tour (for more details on the visa process, read the annex in point 12).

5.2 The maximum amount of support granted to each project by Ibermúsicas will not exceed the amount of 5,000 USD (five thousand US dollars) and for projects presented by Spain and Portugal €5,000 (five thousand euros). IBERMÚSICAS may partially assist the application submitted. For its part, Mid Atlantic Arts will be able to allocate 16,000 USD (sixteen thousand dollars) to each selected project. The help of Mid Atlantic Arts will be

carried out by partially financing the contracts that the presenters carry out ¹with the artists selected in this call, always following the guidelines of Mid Atlantic arts

In summary, one could say:

- A. Ibermúsicas may grant a maximum of 5,000 USD (five thousand US dollars) or €5,000 (five thousand euros) for the processing of work visas.
- B. Mid Atlantic Arts, through its Mid Atlantic Tours program, may grant a maximum of 16,000 USD (sixteen thousand US dollars) to each project selected in this call by subsidizing part of the contract agreed upon with the presenter ². Some possible options as an example:
 - Three 501c3 type presenters hire a musical project selected in this call for 10,000 USD (ten thousand dollars). Through Mid Atlantic Tours, MAA could subsidize 50% of the contract, granting 5,000 USD (five thousand dollars) to each 501c3 type presenter to cover the hiring.
 - Four 501c3 type presenters hire a musical project selected in this call for 8,000 USD (eight thousand dollars). Through Mid Atlantic Tours, MAA could subsidize 50% of the contract, granting 4,000 USD (four thousand dollars) to each 501c3 type presenter to cover the hiring.
 - Etc
- C. The United States tour may also be completed with other types of presenters such as private venues with a contract or with a box office agreement, without the support of Mid Atlantic Arts.
- D. The projects benefiting from this call will be able to continue adding dates to their tour of the United States (in addition to the commitments agreed upon at the closing date of this call).
- E. The United States tour may also be completed with concerts in other regions of the United States without the support of Mid Atlantic Arts.

5.3 The money that Ibermúsicas will grant will be sent to the representative of the application and must be used exclusively for the payment of the visas and the costs added to them as long as they are auditable receipts and have been costs presented in the application budget. In cases where there is a remaining amount of money, it must be returned to the IBERMÚSICAS account provided by the Technical Unit.

5.4 If the country's legislation allows it and there is an account enabled in foreign currency, the financial support granted may be received in US dollars or euros for projects in Spain or

¹ "Presenters" are understood to be the institutions, organizations, cultural centers, universities or performing spaces that will program a concert or activity of the applicant musical projects.

² "Presenter" is understood as the institutions, organizations, cultural centers, universities or performing spaces that will program a concert or activity of the applicant musical projects.

Portugal. Otherwise, the equivalent in local currency will be received according to the exchange rate existing on the date of crediting the transfer.

5.5 Ibermúsicas is not responsible nor does it intervene in the possible differences in monetary amounts granted/received by the beneficiaries of the financial support, which are attributable to currency exchange rates, to the commissions applied by banking entities and to the fiscal taxes specific to each country on international transfers.

5.6 The financial support will be granted to the projects that are selected, once the Letter of Commitment has been signed and the procedures required by the Ibermúsicas Technical Unit have been completed.

5.7 The financial support received cannot be transferred to any other project other than the one approved by the Intergovernmental Council. Only issues of force majeure will be considered that must be submitted for consideration following the protocol indicated by the Technical Unit of the Program.

5.8 It is noted that in the case of the Portuguese projects, the activity proposed to be supported by Ibermúsicas may not be financed by the DGArtes within the framework of its other support programs.

6. CALENDAR

6. The calendar includes the following dates and stages:

- First stage: For Ibero American musical projects:
 - **June 15 - September 15, 2024** : Submission of applications for the Ibermúsicas call.
 - September 15 to 30, 2024: Ibermúsicas-Mid Atlantic Arts evaluation process.
 - **October 4, 2024** : announcement of the selected projects.
 - January and February 2025: transfer of financial support by Ibermúsicas to those responsible for the projects to begin the work visa application process.
- Second stage: For presenters from the United States in the Mid Atlantic Arts (MAA) region:
 - October 2024 - March 27, 2025: period for sending Letters of Invitation to the Agents of the selected musical projects.
 - May 22, 2025: closing of submission of applications in MAA (Presenter Grant Form Deadline).

- July 1, 2025: announcement of the 501c3 grantees selected by MAA (Presenter Grantees Announced).
 - July 1, 2025 - June 30, 2026: MAA financial support transfers to presenters in the United States according to the tour schedule.
- **Dates for carrying out the tours of the selected musical projects: from July 1, 2025 to June 30, 2026.**

7. PRESENTATION OF THE APPLICATION FOR THE IBERMÚSICAS INSTANCE

7.1. The project must be presented by the person who will act as the representative of the project before Ibermúsicas. Although the representative will be the communication link between Ibermúsicas and the project, comprehensive responsibility will be exercised jointly between the representative and the members of the project. If the representative changes before completing the execution and submission of the project, this must be immediately communicated to Ibermúsicas and the representative of your country.

7.2. Applications must be made online on the Ibermúsicas Program website <https://ibermusicas.org>.

7.3 Applications for registration may be submitted between **June 15 and September 15, 2024. On September 15 at 11:59 p.m.** in each country, the application system will close and **late applications will not be considered.**

7.4 Applications must be completed in the terms of this call. Incomplete or late applications will not be accepted.

7.5 The instructions on the application forms must be strictly observed.

7.6 The representatives of each country or the IBERMÚSICAS Technical Unit reserve the right to request from the candidates any additional information to propose to the Intergovernmental Council, which will make the final decision on the granting of financial support. In particular, they may request shortlisted candidates to provide further information relating to guarantees about the overall financing capacity of the project presented.

8. COMMITMENTS OF THE SELECTED PROJECTS

8.1 Those proposals that are selected must present at the end of the project a virtual material destined for the Ibermúsicas Content Bank (tour video).

8.2 Once the grant of financial support has been approved by the Intergovernmental Council, the project representative must sign a Letter of Commitment that will be managed by the Ibermúsicas Technical Unit.

8.3 If the Letter of Commitment, the execution of the project or the submission of the "Project Report" are not met, the representative of the project together with the beneficiary members will be disqualified from receiving any other financial support from the Program, without prejudice to other measures applicable in the countries of origin; The financial support granted up to that point must be returned to the Ibermúsicas Fund.

8.4 Mention and publish the logos of the cultural institution of your country, Ibermúsicas, and Mid Atlantic Arts in a prominent and visible place in communications, credentials, advertising, promotion, and any other material related to the project receiving this financial support, following the Brand Manual which can be downloaded from: <https://www.ibermusicas.org/index.php/logos/>

8.5 Send all press information to the Ibermúsicas Technical Unit 30 days prior to the activity. Photographs, flyers, texts (Press Kit) must be included. It is necessary that the images be in high resolution jpg format and that they include the logo of Ibermúsicas and the corresponding cultural organization, along with that of Mid Atlantic Arts. Failure to use the logo will disqualify the request for future financial support. The images will be used to illustrate the Ibermúsicas website and newsletters. The following information about concerts, conferences or workshops will be requested: date, time, place, city, country.

8.6 Participation as beneficiaries of the Ibermúsicas Program financial support implies the transfer of non-profit image use rights, both of the beneficiaries and of the musical institution for the specific uses of dissemination of the Ibermúsicas Program.

8.7 The Technical Unit together with the representatives of each country will evaluate the execution of the support approved in this modality.

8.8 It will be the responsibility of the applicants to process and have up to date the documents necessary for the processing of visas (national passport, among others) as well as other documents required in the country of destination (visa and vaccination certificates or any other requirement).

8.9 Once the activity is completed, a Report must be completed with the following information:

A) A complete report of the activities carried out

1. Project synopsis
2. Confirm whether the project includes any of the following perspectives (gender, childhood, sustainability, disability, etc.) and, if so, a brief description of how the selected perspectives were implemented in the project
3. Comprehensive presentation of the project and its achievements
4. In the case of concerts: name and dates, cities and links to festivals, institutions, cultural centers, etc.
5. Number of concert spectators
6. In the case of training activities: name and details of the activities, dates, cities, institutions, cultural centers, etc.
7. Number of attendees at training activities
8. Data of the people involved in the project for the development of the Ibermúsicas Program indicators (gender, age group, ethnicity, etc.)
9. In all cases: graphic elements that certify the use of the logos, press releases, etc.
10. High resolution photos and videos to be shared on Ibermúsicas social networks
11. Digital audiovisual material destined for the Ibermúsicas Content Bank (video of the tour, video of courses, audiovisual material of classes, etc.)
12. Brief survey on the impact of the grant.

B) Economic Surrender

1. Financial statement in USD or € (for Spain and Portugal): total amount of financial support received, total amount of mobility expenses incurred, amount of positive remaining balance (if applicable)
2. Excel document detailing the financial support received and the corresponding expenditures
3. Receipts/invoices/tickets accrediting the use of the funds in their entirety that correspond to what is detailed in the excel.
4. Invoice or proof of travel by plane, boat or land.
5. Boarding tickets for each passenger
6. Data on the economic dimension of the project:
 - What were the most significant forms of income from the project (multiple choice, and there may be no income because it is a cultural cooperation project).
 - Indicate if the project was supported by brands, companies, allied partners or other subsidies.
 - Indicate total expenses for accommodation, meals, local transfers in each destination country (multiple choice of estimated values).
 - Indicate the source of financing for each one (contribution from Ibermúsicas, contribution from the host institution, contribution from other financial support or subsidies, personal contribution from the project beneficiaries themselves).

The Report and Economic Performance sheets will be delivered in a timely manner by the Technical Unit.

8.10 The person responsible for the project must deliver the project surrender report within a period of no more than 45 days after the end of the project. Otherwise, the project representative, together with the beneficiary artists, will be disqualified from receiving any other financial support from the Program in addition to what the country indicates in addition.

8.11 Once the Report has been completed, in cases where there is a remaining amount of money, it must be returned to the Ibermúsicas account provided by the Technical Unit.

9. TERMINATION AND CANCELLATION

9.1 Assistance may be terminated and any unused amount must be refunded monetarily if:

- The obligations established in this call or in the commitment letter are not met.
- False information is provided on your application form or in any other correspondence.
- You are not up to date with the tax and legal obligations in your country of origin.
- You are disqualified in your country of origin from applying for any type of public benefit in the cultural field.

9.2. There is no appeal against the decision taken by the Intergovernmental Council on the financial support granted to the application submitted.

10. INTERPRETATION AND AMENDMENTS

10.1. The modification and interpretation of these bases is the responsibility of the Intergovernmental Council.

11. LIST OF DOCUMENTS REQUIRED TO SUBMIT THE APPLICATION

11.1. Applications must be made online on the IBERMÚSICAS Program WEB page www.ibermusicas.org. The information to complete is the following:

STEP 1 - Profile in the “Musical Sector Catalog” on the Ibermúsicas website of the artist/group/ensemble that wishes to tour the United States

Select the profile of the nominated artists (musicians and musicians, groups, ensembles, etc. of all musical genres that belong by nationality or by certified residence to Argentina, Brazil, Chile, Colombia, Costa Rica, Ecuador, Spain, Mexico, Panama, Paraguay, Peru or Portugal. **The jury members will access these profiles to view and evaluate the applicants' careers.**

STEP 2 - Application form

PART 1- Data of the person responsible for the project

- Full name
- Contact Email
- Contact cell phone
- Identity document (photo)

PART 2 - Profile presented by the application

- Name (music production company, booking agency, management agency, manager or producer)
- Country of residence
- Region
- City
- Web or Social Network
- Dossier in PDF format
- It is a requirement of this call that a music producer, booking agency, management agency, manager and producer create a user profile on the Ibermúsicas platform.

PART 3 - Profile of the artist, group, ensemble or other

- Name
- Country of residence
- Region
- City
- Web or Social Network
- EPK (Electronic Press Kit) of the artist, ensemble or other in PDF
- It is a requirement of this call that the artist, group, ensemble or other create a user profile on the Ibermúsicas platform.

PART 4 - Profile of the counterpart in the United States

- Name (music production company, booking agency, management agency, manager or producer)
- Country of residence
- Region
- City
- Web or Social Network
- Dossier in PDF format
- It is a requirement of this call that the music producer, booking agency, management agency, manager and producer of the counterpart in the United States create a user profile on the Ibermúsicas platform.

PART 5 - Proposal data

- Title of the proposal (title of the tour, for example)
- Summary of the proposal (maximum 100 words)
- Detail whether the project includes perspectives of: gender; ethnicity; disability; childhoods, sustainability/ecology (optional)
- Month and year of start of the tour
- Month and year of tour completion
- **Amount of help requested from Ibermúsicas for the processing of visas** in USD (American dollars) or in € (Euros) in the case of projects that originate in Spain or Portugal.

PART 6 - Data from the event/host institution in the United States

- Name of the event/institution
 - Website or social network event/institution
 - Event/institution address
 - Estimated date
- + repeat the information in case of more than one event

PART 7 -Data on the nominated artists and their team

- Number of participants
- Information about each participant: full name; passport number or identification document number; birthdate; country of origin (nationality or certified residence); country of residence; city of residence; role within the music sector (music; technique; producer - manager); gender identity, ethnic identity data and whether you have any type of disability.

PART 8 - Annexed documents

- Attach PDF with a comprehensive presentation expressing the relevance of the project and justifying the reasons why you are requesting help (take into account the Selection Criteria).
- Attach the Invitation Letters from the host institutions in a unified PDF (see clauses 3.4.4 and 3.5).
- Attach in PDF the Letter of Commitment from the United States counterpart (agent or representative, music producer, booking agency, management agency).
- Attach in PDF or Excel the quote for the procedure for issuing visas (the cost of work visas, the costs of technical or legal assistance and any other procedure related to it, such as international shipments for documentation, For example)
- Attach the total estimated budget of the tour in PDF or Excel.
- Attach in PDF or Excel the business plan for the tour (estimation of income from contracts, ticket sales, financing of other funds, etc.).
- Attach work schedule in PDF or Excel.
- Proposal for an educational or community benefit activity in your home country (optional)

Note: the projects benefiting from this call will be able to continue adding dates to their tour of the United States (in addition to the commitments agreed upon on the closing date of this call), which must be included and reported in the final report.

12. ANNEX on the process of applying for work visas in the United States

12.1 The United States Department of Citizenship and Immigration Services (USCIS) is the entity before which the visa application process will be carried out. Only they have the authority to grant a visa and favorable responses will depend on the accuracy and compelling nature of the application. Although assistance will be provided to applicants to guide them through the application process, neither Ibermúsicas nor any Ibero American country has any influence on the decisions to approve work visas in the United States, so the final decision depends entirely on USCIS. .

12.2 There are several types of visas for artists and the application for them must be made from the United States, which is why it is essential for this call to present a work collaboration with an agent, representative or promoter legally established in the United States. This will not only facilitate the application process, but will help to have a more productive tour in the United States. The application process is complex and can take several months, so it is important to consider these times when organizing the tour (the recommendation is to start the visa application process 6 months before the start of the tour).

12.3 There are different visa categories for performers: O1 (extraordinary ability; solo artist only); O2 (support musicians and staff for O1); P1 (commercially viable), P3 (culturally specific). The validity periods vary between the different types of work visas, so it is suggested that you carefully read the criteria and specifications listed on the USCIS website.

12.4 Below are briefly and generally listed the three main points in the process of obtaining a work visa in the United States.

- Step 1: Obtain approval from United States Citizenship and Immigration Services (USCIS). There are two places to process those visa applications: one is in California and the other is in Vermont. Which office is used depends on where the petitioner is located.
- Step 2: Once USCIS approval has been obtained, the artist submits a DS160 form through the appropriate Embassy website. Once you complete this form, you will receive a confirmation number. With that number the payment for this part of the visa process is made. Once you receive confirmation of the payment made, an interview will be scheduled which will take place at the corresponding Embassy with the consular staff. There are certain documents required for the interview which are outlined on the Embassy website. Even if Step 1 approval has been obtained, USCIS may deny the work visa at the time of the interview.
- Step 3: Clear Customs and Immigration at the airport of entry into the United States. Although artists already have a work visa to enter the United States, authorities also

have the right to deny entry for any reason, so artists are advised to be cautious when passing through customs.

12.5 Visa application process includes, but is not limited to, the following:

- A. The visa application to the United States Citizenship and Immigration Services (USCIS).
- B. The complete tour itinerary, including dates and all venue/presenter/promoter contact information.
- C. Letters of invitation/contracts, plus authorization letters for the agent to file a petition on behalf of 1) Artist and 2) presenters on tour.
- D. Letters of support (4-5) from recognized experts in the field (academics, critics, DJs, performing arts programmers) attesting that they are familiar with the artist and that they meet the eligibility criteria required by USCIS.
- E. Biography of the artist.
- F. International press: artists must show that they have press releases and these must be translated into English. In addition, the actual page of the printed press or website must be shown, with an image that includes the website address. It must include a signed statement from the translator attesting to his/her knowledge of both languages.
- G. Information about the petitioner, who must be a US citizen and who knows and is familiar with the artist.
- H. Letter of support from the appropriate labor unions, which must be requested by “the petitioner” and sent to USCIS for processing.
- I. All materials must be shipped by FedEx to ensure they are trackable.
- J. Once approval is granted, performers schedule an interview at the US Embassy via phone (costs involved vary by country). The artists have an individual interview and this is where the visa is stamped in the passport.