

## HOW TO REQUEST FOR AN EXPEDITED APPOINTMENT

If you have an unforeseen, urgent need to travel, you may qualify for a **one time only** expedited appointment. To request to expedite your appointment, please schedule the next available appointment online, and then send an email request to [ConsularLusaka@state.gov](mailto:ConsularLusaka@state.gov). **Request for expedited appointments will not be considered unless an initial appointment has been scheduled online.**

Please include in the subject line "Request for Expedited Appointment". Please explain the nature of your emergency and providing any information/documents that support your need for an earlier appointment. You must include the following information in your email:

- Your full name exactly as it is written in your passport
- Your date of birth
- Your passport number
- Your online schedule appointment date
- Your desired appointment date
- A short explanation of your emergency and documents that support your need for an expedited appointment.

Generally, only requests falling into the following categories will be considered for an expedited appointment:

- Humanitarian request for immediate family members traveling to meet and assist a seriously ill relative or to assist with a family emergency.
- Students (F-1, M-1 ), exchange visitor (J-1) who have not been refused a visa in the last 12 months and if there are no online appointments available in time for the expected start date of your program or you are a returning student/exchange visitor.
- Business travelers who are attending specific meetings at the written request of an American company, who are not traveling for general purposes or for mixed meeting and pleasure purposes.

There is no extra charge if an early appointment is granted. The consular section will contact you if your request for an earlier appointment can be accommodated. If you are not contacted, please come to your scheduled interview.