

E-Visa Submission Guidelines

If you are the first E-visa applicant from the treaty enterprise or if you are renewing your E-visa, please e-mail a comprehensive package of information to our office at bns-treatyvisas@state.gov for review by consular staff **at least three weeks in advance** of your interview appointment.

Once we have reviewed the application packet to ensure that all required documents have been submitted, we shall contact you again to provide a date and time for your interview with the consular officer.

We will only accept submissions in **PDF format** as a single attachment, and the package must be **no more than 70 pages**. The attachment limit is **20MB**. We do not accept zip files or online shared folders.

The following documents do not count towards the 70-page limit: forms DS-160, DS-156E, G-28, civil documents, copy of passport bio-page, tabs/dividers.

Please review your submission before sending it to ensure that all documents have been scanned with sufficient resolution and are readable. **Submissions that do not meet the above requirements will be returned to the sender, and may result in a postponement of the applicant's interview.**

All submissions for new cases or renewals should be organized into tabbed sections comprised of the following documentation:

1. Evidence of payment of USD 205 visa application fee (MRV fee). This fee is payable with a credit card online through the [Visa Information Service website](http://www.usvisa-info.com/es-AR/selfservice/us_fee_payment_options) For more information on visa fees click on: http://www.usvisa-info.com/es-AR/selfservice/us_fee_payment_options
2. [DS-160 Form](#) confirmation page for all applicants and dependents.
3. [Form DS-156E](#) (587KB PDF) signed by an officer legally empowered to act in the company's name.

4. A cover letter summarizing the requirements for an E-visa and how the applicant(s) fulfill(s) them. State exactly and precisely how the enterprise and applicant qualify. Do not include citations from the Foreign Affairs Manual (FAM) or the Code of Federal Regulations (CFR).
5. Comprehensive Index/Table of Contents.
6. **Dependents:** A copy of civil documents establishing the relationship between the principal applicant and any dependents (spouse or unmarried child under age 21), e.g. government issued birth and/or marriage certificates, adoption papers, etc. Notarized copies, religious documents, hospital records, and short form birth certificates that do not show parentage do not satisfy this requirement.
7. **On the appointment date** applicants should bring current and old passports. One 5x5 passport style photograph for each applicant, taken on plain white background **and** unobstructed facial features, visible ears. Decorative items that could obscure the face are not allowed. Photographs must be from within the last six months.
8. Supporting documentation as outlined in the [Document Checklist](#) below.

Document Checklist

Supporting documentation must be bound with sections clearly delineated by in-document dividers. Organized submissions ensure an efficient review of an applicant's case and reduce the need for clarification that may delay processing.

Please note the 70 pages limit and 20MB file size restriction.

The following is a list of **suggested** documentation in the order in which it should be indexed.

- I. E-1 and E-2 Proof of Nationality of Investor or Applicant**
 - a. Photocopy of passport biographical page
 - b. Evidence of legal status in Argentina

II. E-1 and E-2 Ownership Documents (either A, B or C):

a. Sole Proprietorship:

Business registration documents

b. Partnership:

Partnership or joint venture agreement

Shares/stock certificates indicating total shares issued and outstanding shares

c. Corporation:

Shares/stock certificates indicating distribution of ownership, i.e. shares held by each firm and shares held by individual owners

If publicly traded on the principal stock exchange of a treaty country, enclose a sample of recently published stock quotations

III. E-1 Trade

a. Purchase orders

b. Bills of lading

c. Sales contracts/contracts for services

d. Letters of credit

e. Carrier inventories

f. Trade brochures

g. Insurance papers documenting commodities imported into the U.S.

h. Accounts receivable and accounts payable ledgers

i. Client lists

j. Other documents showing international trade is substantial and that at least 51% of the trade is between U.S. and the treaty country. Documents should also show that trade supports an ongoing business entity in the treaty country.

IV. E-2 Investment

a. For an Existing Enterprise: (show purchase price)

Tax valuation or Market appraisal

b. For a New Enterprise: (show estimated start-up cost)

Trade Association Statistics

Chamber of Commerce Estimates

Market Surveys

c. Source of Investment Example:

Personal statement of net worth prepared by a certified accountant, OR
 Transactions showing payment of sold property or business (proof of property ownership and promissory notes) and rental income (lease agreements),
 OR
 Debit and credit advices for personal and/or business account withdrawals,
 OR
 Audited financial statement, OR
 Net worth statements from certified professional accountant

d. Evidence of Investment: Existing Enterprise

Escrow documents, OR
 Signed purchase/sales agreement, OR
 Closing and settlement papers, OR
 Loan or mortgage documents, OR
 Promissory notes, OR
 Financial reports
 Tax returns
 Business account statement for routine operations

e. New Enterprise:

Inventory listing, shipment invoices of inventory, equipment or business related property
 Lease agreement
 Purchase orders
 Improvement expenses
 Initial business accounts statements
 Wire transfer receipts

V. V. E-2 Marginality

a. For Existing Business

- U.S. corporate tax returns
- Latest audited financial statement or non-review statements
- Annual reports
- Payroll register and/or W-2 and W-4 tax forms

b. For New Business

- Payroll register, records of salaries paid to employees (if any), employee data including names, rates of pay, copies of W-2s

- Financial projections for next 5 years, supported by a complete and thorough business plan
- Business income and current corporate tax returns
- Proof of registration, ownership, audited financial and review engagements

VI. E-2 Real & Operating Commercial Enterprise

- a. Occupational/Business license and/or business permits
- b. Sales tax receipt
- c. Utility/telephone bills
- d. Business transaction records
- e. Current/commercial account statements
- f. Invoices from suppliers
- g. Advertising leaflets
- h. Business brochures/promotional literature

VII. E-1 and E-2 Executive/Managerial/Supervisory/Essential Skills

- a. Letter from the E-visa enterprise providing specific information on the applicant and the reasons for his/her assignment to the U.S. The letter should explain the employee's role in the E-visa company (job title and duties), the applicant's executive or supervisory responsibilities or, if qualifying as specialized essential knowledge, the exact nature of his/her specialized knowledge and why it is specialized, the level of education and knowledge required by the employee's position, his/her employment experience, progression of promotion or high level training or special qualifications and the reasons why a U.S. citizen or legal permanent resident cannot fill the position (if the position is not managerial or supervisory).
- b. Letter from responsible official at U.S. company or office identifying the need for assigned employee.
- c. Organizational chart showing current staffing pattern at U.S. company
- d. Evidence of executive, supervisory or specialized knowledge, education, experience, skills or training, such as certificates, diplomas or transcripts