

# **Renewal E Visa Cases**

## **Required Documents and Submission Instructions**

### **U.S. Embassy Buenos Aires**

If you or somebody else has previously received an E visa for the same company for which you are currently applying, please follow these instructions. After you have submitted Form DS-160, completed Form DS-156E, and paid the E visa application fee, you must submit the documents listed below. To prevent a delay in processing, please carefully follow the instructions provided. If the application is incomplete, U.S. Embassy Buenos Aires will contact you for resubmission of documents.

#### **Document Submission Instructions**

1. Create a main folder and name it as: 1) the applicant's last name, 2) "Renewal," 3) E-1 or E-2; and 4) the U.S. company's name. For example, "Smith, Renewal, E-2, Auto Parts Inc."
2. Within the main folder, create and name the following sub-folders:
  - a. For E-1 renewal applicants, create two sub-folders named:
    - i. Tab 1 – Basic Documents
    - ii. Tab 2 – Trade
  - b. For E-2 renewal applicants, create three sub-folders named:
    - i. Tab 1 – Basic Documents
    - ii. Tab 2 – Marginality
    - iii. Tab 3 – Real and Operating Commercial Enterprise
3. Within each sub-folder, save the required documents listed in the Document Checklist below. Name each document with an individual description (e.g., "2020 Form 1040"). Save all documents as PDF files in portrait orientation. Unless otherwise noted, provide all documents in English, or with an English translation. Do not include additional documents unless requested.

**Please Note:** The entire E visa package, submitted electronically, must not exceed 100 pages. Documents in "Tab 1 – Basic Documents" do not count towards this total.
4. Compress the main folder in .zip format. The size of the .zip file cannot exceed 50 MB.
5. Email the single .zip file (containing the complete package) to [BNS-TreatyVisas@state.gov](mailto:BNS-TreatyVisas@state.gov), using a subject line of "Applicant's last name, Renewal, E-1 or E-2, U.S. company's name, Document Submission." For example, "Smith, Renewal, E-2, Auto Parts Inc., Document Submission."

#### **Please Note:**

- If your E Visa application is for a family group, please ensure payments have been made for all family members.
- Under no circumstances should an applicant reschedule or cancel their E visa appointment in the visa appointment system. If changes are required, you must contact the Buenos Aires E visa team at [BNS-TreatyVisas@state.gov](mailto:BNS-TreatyVisas@state.gov).

## **Required Documents**

Include the following documents in each sub-folder. **The Consular Officer may request additional documents.**

### **I. Tab 1 – Basic Documents (E-1 and E-2 Applicants)**

- a. Form DS-160 confirmation page(s)
- b. Form DS-156E
- c. Company and/or attorney letter describing how the business and applicant qualify for E Visa status. This letter must address all requirements as defined by the Foreign Affairs Manual [9 FAM 402.9](#).
- d. A copy of Form I-797 reflecting any changes or extensions of status granted by USCIS, if applicable.
- e. Payment record. We cannot accept your application until payment is verified.
- f. Form G-28 “Notice of Entry of Appearance as Attorney or Accredited Representative”, including contact email address and phone number, if applicable.
- g. For applicants attempting to qualify as Managerial, Supervisory, and/or Essential Employees of the enterprise, please also include the following document:**
  - i. Letter from responsible official at the U.S. company or office identifying the need for assigned employee; the employee’s role in the E Visa company (job title and duties); the applicant’s executive or supervisory responsibilities or, if not a supervisor, his/her specialist role; the level of education and knowledge required by the employee’s position; his/her employment experience; and the reasons why a U.S. citizen or legal permanent resident cannot fill the position.
  - ii. Evidence, such as certificates, diplomas, or transcripts, of executive, supervisory, or specialized knowledge; education; experience; skills; and training.
  - iii. Organizational chart of your U.S. company showing how the applicant’s position fits into the organization. If necessary, use one page for the entire U.S. company and one page for the section the applicant will work in.

### **II. Tab 2 – Trade (E-1 Applicants ONLY)**

- a. Purchase orders
- b. Bills of lading
- c. Sales contracts
- d. Service contracts
- e. Accounts receivable ledgers
- f. Accounts payable ledgers
- g. Client lists
- h. Letters of credit
- i. Carrier inventories
- j. Trade brochures

- k. Insurance papers documenting commodities imported into the United States
- l. 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.

**III. Tab 2 – Marginality (E-2 Applicants ONLY)**

- a. U.S. corporate tax returns for past 2 years
- b. IRS Forms 941 for the past year
- c. Audited balance sheet from within prior 12 months
- d. Audited profit and loss statement from within prior 12 months
- e. Annual reports
- f. Payroll register
- g. W-2 and W-4 tax forms from past 12 months
- h. Canceled checks for salaries paid and/or corresponding payroll account from past 12 months
- i. Financial projections for next 5 years, supported by a complete and thorough business plan

**IV. Tab 3 – Real and Operating Commercial Enterprise (E-2 Applicants ONLY)**

- a. Occupational license
- b. Business license/permits
- c. Sales tax receipt
- d. Utility/telephone bills
- e. Business transaction records
- f. Current/commercial account statements
- g. Letters of credit
- h. Invoices from suppliers
- i. Advertising leaflets
- j. Business brochures/promotional literature
- k. Newspaper clippings