Application Submission Instructions

For applicants RENEWING their E1 or E2 visa

Send your application and supporting documentation to the U.S. Consulate General in Amsterdam via email at AmsterdamEvisas@state.gov. Please follow the below instructions carefully. If the application is incomplete, a U.S. Consulate team member will contact the principal applicant and/or legal representative for re-submission of documents.

Submission by email is the preferred method for E visa applications! The entire E visa package should be submitted via email to AmsterdamEvisas@state.gov.

All documents must be submitted in English or Dutch, and should be germane to the case. Documents in English are preferred.

Please use the e-mail subject line:
"*Surname, Given Name, Business Name*, E Renewal Visa Application"

Please limit attachments to 5 MB; you may send "zipped" files if required. Do NOT send "linked" files, as we cannot access or open these.

Applications should be submitted in only one email with four separate attachments, one for each of the following tabs:

Tab A: Table of Contents

Tab B: Forms

- DS-160 barcode confirmation pages for principal applicant and family members;
- Receipt showing payment of the non-refundable application fees;
- Completed DS-156E for principal applicant only; and
- If you will be represented in this matter by an attorney, you must submit Form G-28 "Notice of Entry of Appearance of Attorney as Representative" and should include contact e-mail address and phone number for the attorney. If your representative is not an attorney, please submit a letter of agreement between the applicant and the representative signed by both parties.

Tab C: Applicant Information

- If principal is accompanied by family members, marriage certificate and children's birth certificates showing relationship to principal applicant;
- Principal applicant's resume or curriculum vitae;
- If the applicant is not the business owner but an employee, please include a job letter from the company. This letter should describe:
    - the business;
    - the job the applicant will do; and
    - his or her qualifications for that job. If the applicant is an essential employee, please address duration of essentiality as set forth in the U.S. Department of State Foreign Affairs Manual 9 FAM 41.51 N14.3;
    - Signed statement from the principal applicant of intent to depart the U.S. upon termination of E status; and
    - If applicable, please provide copies of any changes or extensions of status granted by USCIS (Form I-797).

Tab D: Trade or Investment (Maximum submission for this tab is 50 single sided pages)

- A cover letter describing how the enterprise and beneficiary continue to qualify for E-1 or E-2 status. The letter must address all the requirements for E-1 or E-2 visa eligibility, described in depth in the U.S. Department of State Foreign Affairs Manual 9 FAM 41.51;
- Documentation of any changes in ownership of the business;
    - If there are any new owners of the business, submit a copy of the passport bio-page
- Include the first two pages of U.S. corporate tax returns, showing IRS reported sales for the two years immediately preceding the application and the most recent tax return filed with IRS. These must be copies of the signed and dated forms actually submitted to the IRS;

- For E-1 visa renewals, please include:

  - Provide a spreadsheet listing every qualifying transaction of international trade between the treaty countries during the last calendar year. If there is a U.S. entity with separate legal status (such as an incorporated company or a LLC), all figures should refer to its trade. Otherwise, consider the trade of the Dutch company. This table should include the date, the invoice number, and the dollar value of the transaction. Show in a prominent place the total number and value of these transactions; and

  - Provide copies of a representational sampling of the bills of lading and/or invoices summarized in the table proving that the goods or services moved from one country to the other. U.S. Department of Homeland Security bills of lading are the preferred documentation to verify this requirement; however, annual reports, purchase orders or invoices, sales invoices, inventory data and insurance papers documenting commodities imported into the U.S. may be acceptable;

  - For E-2 visa renewals, please include:

    - All W-2 and/or 1099s for the last two tax years;
    - Profit and loss statements for the current and previous calendar years;
    - Documentation of major new investment (if any) in the business;
    - If you have purchased any additional businesses, provide the purchase agreements and closing documents; and/or
    - If you placed funds in escrow for the initial purchase of your business and this is your first renewal, submit all closing documents and direct evidence (cancelled checks and corresponding debits from bank statements) that the money was disbursed to the seller.
    - If circumstances have not been favorable for your business, an explanation as to how and why your business will become profitable in the next five years.

Please assemble your email package according to these guidelines. Do not include brochures, photographs, or business plans that contribute little or nothing to the value of your case. We evaluate many applications monthly. Please think lean and demonstrate your business prowess.