

## Application Submission Instructions

*For applicants applying with a pre-qualified or vetted company*

Send your application and supporting documentation to the U.S. Consulate General in Amsterdam via email at [AmsterdamEvisas@state.gov](mailto: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](mailto: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 Pre-Qualified/Vetted 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.

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

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, including confirmation that the company's structure has not changed since the last visa was issued;
  - The job the applicant will do; and
  - His or her qualifications for that job;
  - 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**

- 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.
- Applicants with vetted companies must also provide a copy of the most recent E-visa issued

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.