

Recommended Documents for E Visas

It is highly recommended that the applicant present additional supporting documentation in order to establish that the trading or investment enterprise meets the requirements. It is suggested that these documents be presented in a 2 or 3 ringed binder with tabs dividing relevant sections.

Documents may include, but are not limited to:

- Cover letter describing the trading or investment enterprise and the applicant's role within the enterprise
- Statement that the applicant intends to depart the United States when the E status terminates
- A job letter from the company for the applicant (if an employee) describing his or her qualifications for the position
- A resume or curriculum vitae of the principal applicant
- A copy of any changes or extensions of status granted by USCIS (Form I-797) and any previous U.S. visas held by the applicant
- Articles of Incorporation (for corporations) or Organization (for LLC's)
- Share certificates and/or operating agreement (as applicable) to verify ownership
- If a large company with several owners or subsidiaries or if the chain of ownership includes intermediary entities, include an ownership organizational chart and legal evidence of ownership within the chain
- If the investor is a public company with many shareholders, none of whom owns more than 50%, please also include:
 - A copy of the most recent Annual Report;
 - A copy of the most recent trading information on the stock.
- A spreadsheet listing every qualifying transaction of international trade between the treaty countries during the last calendar year. If there is a US 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 treaty company. This table should include the date, the invoice number, and the dollar value of the transaction. The total number and value of these transactions should be shown in a prominent place.
- Copies of all the invoices summarized in the table above
- Copies of all air bills or shipping invoices proving that the goods or services moved from one country to the other

- Calculation of the percentage of international trade represented by the trade documented above. (This is not the percentage of total trade, but the percentage of total international trade undertaken by the treaty investor business)
- Recent U.S. tax returns (for a US entity) or Tax Declaration (for a foreign entity). US tax forms should be copies of the signed and dated forms actually submitted to the IRS.
- All W-2 and/or 1099s for the last three tax years
- Documentation of the original source of the funds invested (sale of property, inheritance, loans, earnings, sale of business, etc.)
- Movement of funds for investment to a U.S. account and use of these funds for qualifying business expenses (invoices, cancelled checks, bank statements)
- Relevant local, state and/or federal licenses
- Monthly bank statements for current calendar year.
- Profit and loss statements for the current and previous calendar years

If buying an existing business, all of the following that apply:

- A signed, dated, valid purchase agreement;
- A binding escrow agreement that explicitly says where the money goes if the visa is issued, what happens when it does not, and is signed and dated by all parties. Please cross-reference exactly any relevant purchase agreement;
- Signed, dated, valid lease for business premises, including evidence of payments;
- Evidence of any other funds spent to acquire and set up the business.

If establishing a new business, all of the following that apply:

- Signed, dated, valid lease for business premises, including evidence of payments;
- Evidence of equipment and/or inventory purchases;
- A business plan that analyzes the local market and competition and gives a 5-year projection of profit and loss. Projections must be backed up by external sources;
- A breakdown of start-up costs necessary for the business to become operational.

If purchasing a franchise:

- A signed and dated franchise agreement;
- Evidence of payment of the franchise fee;
- Investment spreadsheet;
- Evidence of investment is required, e.g., copies of debits from bank accounts, checks, invoices.