The E visa units in Rome and Milan encourage Treaty Trader and Treaty Investor applicants to submit their applications according to the instructions below in order to ensure efficient processing. Cases that are not submitted per the instructions below will be accepted for review but may experience processing delays.

TREATY TRADER VISA (E-1)

Tab A (Comprehensive Index/ Table of Contents) This table should identify all the documents included within the application.

Tab B (Forms and Application Fee)

- Completed Web-based Form **DS-160**
- **DS-156E** for primary applicants
- A B.N.L. receipt of **$270/€216** (to pay the B.N.L. fee, applicants are required to complete and present the following form to the B.N.L. bank teller: **Bank Payment Form**

Note: The principal applicant may choose to submit form DS-160 and the fee receipt for qualified family members (derivatives) together with the principal applicant's submission. Alternatively, family members may apply for visas separately at any U.S. Consulate in Italy, once the principal applicant's visa has been approved. Spouses and derivative children can schedule a consular interview appointment directly with the Treaty Visa Section.

Tab C (Applicant Information)

A photocopy of the bio data page of the principal applicant's passport and similar copies of any U.S. visas, U.S. entry/exit stamps.
Certificates that demonstrate proof of family relationships (one copy for the entire family is sufficient), marital status for each applicant, and proof of identity for each applicant.
The principal applicant's résumé or curriculum vitae.
A signed statement of intent to depart the U.S. upon termination of status.

Tab D (Cover Letter)

The cover letter must describe how the enterprise qualifies for E-1 status and must include a detailed description of the beneficiary's specific skills and qualifications. Specifically, the letter should address all the requirements for E-1 visa eligibility, which are described in depth in the U.S. Department of State Foreign Affairs Manual 9 FAM 41.51.
Documentation that supports the applicant's expertise and underlines his/her essential skills. This factor should be well manifested by the submission of any relevant diplomas, job training certificates and/or letters from previous employers.

Note: You may also wish to explain why the firm was unable to find a qualified U.S. citizen or Legal Permanent Resident to fill the position and why you were chosen for the position, if you do not own the company.

Tab E (Ownership)

Proof of treaty country nationality (at least 50%) must be verifiable:
If the firm is an incorporated entity, please include a chart of ownership of the enterprise and a certificate of existence/registration from the state/province in which the company is incorporated.
Articles of Incorporation (for corporations) or Organization (for LLCs) for U.S. business.
If the firm has several owners or subsidiaries or if the chain of ownership includes intermediary entities, please include the following (as applicable):
o An organization chart with names that show the full ownership structure of the entity;
o Legal proof of ownership within a respective chain;
o Photocopies of the bio data of the passports and the percentage of each unit holder of the definitive parent company.
If the firm is publicly traded with many shareholders (none of which own more than 50%) please include:
o A written declaration justly authorized by a corporate official stating all of the stock exchanges on which the firm is traded;
o A copy of recently issued trading information concerning the nationality of the stock's owners.

Tab F (Trade)

Detailed description of trade being conducted.
Evidence that substantial trade is in existence and that the trade is principally between the United States and the country of the alien's nationality. This element can be demonstrated by providing any of the following:

o U.S. corporate tax returns (showing IRS reported sales for the three years immediately preceding the application and the most recent tax return filed with IRS);
o Annual reports;
o Purchase orders;
o Sales invoices;
o Purchase invoices;
o Bills of lading;
o Inventory data;
o Trade brochures;
o Insurance papers documenting commodities imported into the U.S.
Evidence that the trade is profitable and that the profits are not only able to support the trader and his/her family but also to provide additional earnings for re-investment in the company.

TREATY INVESTOR VISA (E-2)

Tab A (Comprehensive Index/ Table of Contents)
This table should identify all the documents included within the application.

Tab B (Forms and Application Fee)

- Completed Web-based Form **DS-160**
- **DS-156E** for primary applicants
- A B.N.L. receipt of **$270/€216** (to pay the B.N.L. fee, applicants are required to complete and present the following form to the B.N.L. bank teller: **Bank Payment Form**

Note: The principal applicant may choose to submit form DS-160 and the fee receipt for qualified family members (derivatives) together with the principal applicant's submission. Alternatively, family members may apply for visas separately at any U.S. Consulate in Italy, once the principal applicant's visa has been approved. Spouses and derivative children can schedule a consular interview appointment directly with the Treaty Visa Section.

Tab C (Applicant Information)

A photocopy of the bio data page of the principal applicant's passport and similar copies of any U.S. visas, U.S. entry/exit stamps.
Certificates that demonstrate proof of family relationships (one copy for the entire family is sufficient), marital status for each applicant, and proof of identity for each applicant.
The applicant's detailed resume or curriculum vitae with specific contact information.
A signed statement of intent to depart U.S. upon termination of status.

Tab D (Cover Letter)

The cover letter must describe how the enterprise qualifies for E-2 visa status as well as a detailed description of the beneficiary's specific skills and qualifications. The letter should address all the requirements for E-2 visa eligibility, which are described in depth in the U.S. Department of State Foreign Affairs Manual 9 FAM 41.51. Please address the following points in detail:
That the investment is substantial;
That the investor has invested or is in the process of investing;
That the enterprise is currently operational or will commence operations imminently;
That the investment is more than a marginal one solely for earning a living; and
If not the principle investor, you should also demonstrate that the applicant will fill an executive/supervisory role or possesses skills essential to the firm's startup operations.

Note: If the company has previously qualified for E visa status, please include the date and location of the initial qualification.

Tab E (Ownership)

Proof of treat country nationality (at least 50%) must be verifiable:

If the firm is an incorporated entity, please include a chart of ownership for the enterprise and a certificate of existence/registration from the state/province in which the company is incorporated. Articles of Incorporation (for corporations) or Organization (for LLCs) for U.S. business.
If the firm has several owners or subsidiaries or if the chain of ownership includes intermediary entities, please include the following (as applicable):
o An organization chart that demonstrates the full ownership structure of the entity;
o Legal proof of ownership within a respective chain;
o Photocopies of the bio data pages of the passports and the percentage of each unit holder of the definitive parent company.
If the firm is publicly traded with many shareholders (none of which own more than 50%) please include:

o A written declaration justly authorized by a corporate official stating all of the stock exchanges on which the firm is traded; and
o A copy of recently issued trading information concerning the nationality of the stock's owners.

Tab F (Investment)

Evidence that the applicant has invested or is in the process of investing must be clearly manifested:
Any claim to investment must be substantiated by the submission of the following:
o Documentation that funds were acquired through legitimate means (sale of property, inheritance, loans, earnings, sale of business, etc.);
o Movement of these funds to a U.S. account that proves actual payment to an identifiable beneficiary;
o Invoices, cancelled checks, wire transfers and bank statements showing matching debits (highlighted);
o Rental payments, security deposits and/or lease agreements.
If you are buying an existing enterprise please include the following:
o A signed and dated valid purchase agreement;
o Proof of financing and funds transfer;
o A signed, dated, valid lease for business premises and evidence of payments;
o Escrow agreement, escrow account statement in the U.S., and escrow receipt (as applicable).
If you are establishing a new enterprise please include the following (as applicable):
o Signed and dated valid lease agreement;
o Evidence of equipment purchase/inventory purchase;
o Most recent business banking account statements.
If you are purchasing a franchise please include the following:
o A signed and dated franchise agreement;
o Proof of franchise fee payment.
A start-up business should provide a detailed business plan that analyzes the local market and competition and gives a 5-year projection for profits and losses. Also, please include a breakdown of start-up costs necessary for the business to become operational.

Tab G (Real and Operating Enterprise)

State or federal business license or permit (e.g. a liquor license for restaurants).
Monthly bank statements, current/commercial account statements and/or invoices from suppliers.
Business brochures and/or photographs of the enterprise.

Tab H (Marginality)

Signed and dated U.S. corporate tax returns for the past three years that have been submitted to the IRS.
W2, W4, and/or 1099s for the last two years (as applicable).
Payroll journal with social security numbers for each employee in the U.S. or taxpayer identification numbers (as applicable).
Profit and loss statements for the current and previous calendar years.

Tab I (Résumé/CV)

Documentation that supports the applicant's expertise and underlines his/her essential skills. This factor should be well manifested by the submission of any relevant diplomas, job training certificates and/or letters from previous employers. Please note the following in detail:
Letter from American parent firm explaining the employee's role in the U.S. firm and his/her projected job titles and duties.
Level of education and knowledge and evidence that he/she meets the requirements for the respective job position.
Employment experience.
Evidence of E-2 owner's nationality and immigration status in the U.S.
Also explain why the firm was unable to find a qualified U.S. citizen or Legal Permanent Resident to fill the position and why the applicant was chosen for the position.
(If a manager) an organizational chart that shows how many employees the applicant will supervise.

Tab J

Any additional information that the applicant believes would support his or her E-visa application. This tab is optional.