

The E visa unit in Rome urges 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 will be returned via Mailboxes Etc. The Consulate will not pay to return your case; you must arrange with mailboxes for the return of your package.

TREATY TRADER and TREATY INVESTOR VISAS (both E-1 and E-2 visa applications)

Tab A (Table of Contents) Identifies all the documents included within the application

Tab B (Forms and Application Fee)

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

Note: The principal applicant should have each qualified family member (derivatives) submit the form DS-160 and fee receipt together with the principal applicant's submission. However, family members who need to apply for visas separately must schedule a consular interview appointment directly with the Call Center, by calling 199-44-23-99 or (+39) 06-9936-6531.

Tab C (Applicant Information)

- 1) A photocopy of the bio data page of the principal applicant's passport
- 2) Certificates that demonstrate proof of family relationships and the marital status for each applicant (one copy for the entire family is sufficient)
- 3) The principal applicant's résumé or curriculum vitae
- 4) A signed statement of intent to depart the U.S. upon termination of status for the principal applicant

Tab D (Cover Letter and additional documents)

- 1) The cover letter must describe how the enterprise qualifies for E-1 or E-2 status and must include a detailed description of the beneficiary's specific skills and qualifications. 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.

Address the following points in detail for the **E-1** visa:

- a. The trade is substantial and on-going
- b. The traded goods are easily identified and traceable
- c. The enterprise is currently operational
- d. At least 50% of the trade is between the US and the treaty country. The following may be used to verify this requirement: Annual reports, Purchase orders or invoices, Sales invoices, Bills of lading, Inventory data, Trade brochures, Insurance papers documenting commodities imported into the U.S.
- e. 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.

Address the following points in detail for the E-2 visa:

- a. The investment is substantial
 - b. The investor has invested or is in the process of investing
 - c. The enterprise is currently operational or will commence operations imminently
 - d. The investment is more than a marginal one solely for earning a living. If you are not the principle investor, you must demonstrate the applicant will fill an executive/supervisory role or possesses skills essential to the firm's startup operations
- 2) Documentation that supports the applicant's expertise and underlines his/her essential skills. This may include any relevant diplomas, job training certificates and/or letters from previous employers.
 - 3) Include 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.

Tab E (Ownership)

- 1) Proof of at least 50% treaty country nationality for the principal investor/owner
- 2) If the firm has several owners or subsidiaries or if the chain of ownership includes intermediary entities, please include the following (as applicable):
 - a) An organization chart with names showing the full ownership structure of the entity
 - b) Legal proof of ownership within a respective chain
 - c) Photocopies of the bio data page of the passports and the percentage of each unit holder of the definitive parent company
- 3) If the firm is publicly traded with many shareholders (none of which own more than 50%) include:
 - a) A written declaration justly authorized by a corporate official stating all of the stock exchanges on which the firm is traded
 - b) A copy of recently issued trading information concerning the nationality of the stock's owners.
- 4) For an E-1 visa, if the firm is an incorporated entity outside of the US, include a chart of ownership of the enterprise and a certificate of existence/registration from the state/province in which the company is incorporated