



Checklist for Mail in application – Temporary Work in the US

- **Valid Passport:** Your current passport is required.
- **Old Passports containing US Visas** (valid or expired)
- **One Color Photo:** less than six months old, approximately 5x5cm, against a plain white background, and in which you are facing the camera directly. This photo is in addition to the one you upload to your application form DS-160. (For more click [here](#))
- **Original Receipt:** Paid at a bank or exchange office to *bankgiro 5452-8948*. The receipt must state the applicant's name and *be stamped* by the bank or exchange office. Internet receipts will not be accepted!

Visa Class	Cost
Non-Petition based Visas: D (Crew), I (Media)	1120 SEK
Petition based Visas: H, L, O, P, Q, R	1330 SEK
E1 or E2 Visas	1890 SEK

- **DS-160 Confirmation Page** (must have a Barcode)
- **Envelope:** Please bring a prepaid envelope for which you have purchased the online service 'Skicka Direkt' through the Swedish postal service (www.posten.se). Choose the weight of 100g for 1-2 passports or 250g for 3-5 passports.

Please use the following From/Från address:

Företagsnamn: American Embassy
 Namn: Non-Immigrant Visa Section
 Adress: Dag Hammarskjöld väg 31
 Postnummer: 115 89
 Postort: Stockholm

The recipient (Till) should be:

The person and/or location to which you would like your passports to be delivered. We strongly advise that you purchase the REK-service for tracking and insurance. See posten.se for more information

(An additional option is to bring a self addressed envelope with stamps in the amount of 72 SEK for 1-2 passports and 84 SEK for 3-5 passports. *The padded green prepaid A-class envelopes from posten only require additional 60 SEK in stamps.*)

Please note that if you choose to use stamp, we cannot guarantee that there will be a mechanism to track the delivery of your passport. The option of using 'Skicka Direkt' as registered mail (rekommenderad post) costs less and you will obtain your tracking ID at the time you order the service.

THE EMBASSY DOES NOT ACCEPT ANY LIABILITY FOR LOST OR DELAYED PASSPORTS AFTER THEY HAVE BEEN POSTED.

- **Personbevis:** Ask for a "120-personbevis med alla relationer" from Skatteverket
- **Resident Permit Card:** Non-EU citizens should provide proof of their residence in Sweden.

Depending on what type of visa you are applying for, you need to submit additional information. Please make sure you have the right documents required for your visa type:

Crew visa (C1/D):

- **Guarantee Letter:** Stating your name, occupation and length of employment.

Media visa (I):

- **Employment Letter:** Stating employment status; whether your position is permanent or temporary, your purpose of travel and length of stay. Freelance media workers must also submit a valid contract of employment.
- **Proof of membership in a professional journalistic organization** (press accreditation, e.g. 'Presskort')

Temporary Work Visa (H, L, O, P, R)

- **I-797** "Notice of Action" OR
- **Blanket L Petition:** Applicants with Blanket L1 petitions must submit 3 copies of the petition. The Blanket L visa requires an additional fee of \$500. Before sending in your application by mail, please contact the Non immigrant visa unit by email (stknivinfo@state.gov) to receive instruction about how to pay the additional fee.

Treaty Investors/Traders (E visa):

- **Company Approval Letter:** E-visa applicants need to submit a copy of the approval letter that notified the company of its treaty investor or treaty trader status or the DS-156E/I-129 renewal letter.
- **Completed DS-156E** Application Form (Download [DS-156E](#) PDF 253 KB) Make sure you sign your document.

Please Note:

Dependants of work visa applicants need to submit a copy of the applicable documents listed above, together with a copy of the principal applicant's visa and a 'Personbevis' showing their relation to principal applicant.