

## E-1 and E-2 Document Requirements

Once a case is formally initiated with us, you will be assigned a case manager. The case manager will provide a secure way for you to send documents to us. At that time, we will need legible copies of the following documents.

### Documentation requirements for the visa applicant

1. Complete copy of **all pages** of the candidate's passport
2. Detailed job description, including job title, responsibilities and duties, description of supervisory authority including the number and titles of employees the applicant will manage
3. Organizational Chart reflecting the candidate's position and clearly delineating lines of authority
4. Company letter indicating all other E-1 / E-2 visa holders in the U.S. and their positions in the company and the number of U.S. nationals in the firm and their positions in the company
5. Curriculum vitae or résumé of the applicant
6. Qualifications of the applicant (e.g. certified transcripts of post-secondary education, diplomas/degrees, letters of experience from former employers, licenses or professional certification, if any)
7. Copy of the applicant's current I-94 (front and back)
8. Documentation of current residence or domicile in the foreign country (e.g. residential tax receipts)
9. Documentation of percentage of ownership of the business, (e.g. share certificates, partnership agreements, stock exchange listings)

**E-1 applications** must also include:

<b>Requirement</b>	<b>Typical documents</b>
The nature of the company's trading business	<i>Articles of Incorporation</i>  <i>Description of the business in which the company is engaged</i>
Type of trade conducted	<i>Annual report, web site or company brochures describing the products and services provided by the company</i>
Volume of trade being conducted	<i>Documentation of trade conducted, e.g., copies of invoices, bills of lading, U.S. customs</i>  <i>Declarations, accounts receivable/payable ledgers</i>  <i>Copies of most recent U.S. tax return and annual financial report</i>  <i>Copies of broker licenses or other licenses needed to conduct trade</i>  <i>Audited financial statements</i>
Volume of trade, including percent of total trade between the U.S. and treaty country	<i>Sales reports, shipping records, quarterly statements, audited financial statements showing the volume of trade to include not only the amount of money involved but also the number of items</i>

	<i>sold or shipped</i>
Percentage of total trade conducted that is between the U.S. and the treaty country	<i>Sales reports, shipping records, quarterly statements, audited financial statements</i>
Copies of most recent U.S. income tax returns	<i>If any</i>
Copies of most recent audited financial report (P&L, Cash flows and balance sheet)	<i>If any</i>
Majority ownership of the company seeking treaty status	<i>Certification from Corporate Secretary of all shareholders or independently certified statement from company accounting firm</i>

**E-2 applications** must include:

<b>Requirement</b>	<b>Typical documents</b>
The nature of the company's business	<i>Annual report, web site or company brochures describing the products and services provided by the company, local, state and federal licenses</i>
Volume and extent of business conducted	<i>Annual report, financial statements, web site or company brochures describing the products and services provided by the company</i>
Majority ownership of the company seeking treaty status	<i>Certification from Corporate Secretary of all shareholders or independently certified statement from company accounting firm</i>
Nature of the investment activity – business to be conducted;	<i>Formal Business plan (usually at least 20 to 30 pages in length)</i>
Substantiation of the value of the investment enterprise and evidence of ownership of the funds invested;	<i>Bank transfers, bank statements, escrow agreements, loan agreements. These statements should show that the applicant is personally responsible for the funds invested in the enterprise.</i>
Size and amount of the investment in relation to the value of the company/enterprise;	<i>Bank transfers, bank statements, escrow agreements</i>
Type of financial transactions that make up the investment	<i>Bank transfers, bank statements, escrow agreements records of corporate accounts, loan agreements</i>
Copies of mortgages, leases (office space, major equipment etc.), loan agreements, promissory notes	<i>If any</i>
U.S. employment prospects resulting from the investment;	<i>Business plan showing the anticipated growth in staff over the planning horizon</i>
Prospects for investment and number of U.S. workers to be employed;	<i>Business plan -Sales contracts, records of negotiations, or market research by a consulting firm</i>
Documentation of ownership of other company assets, e.g. equipment, inventory	<i>Lease agreements, audited depreciation schedules, titles, financial statements</i>
Copies of most recent U.S. income tax returns	<i>If any</i>
Copies of most recent audited financial report (P&L, Cash flows and balance sheet)	<i>If any</i>
Copies of W-2 forms for employees	<i>If any</i>
Documentation of income from outside sources	<i>Contracts, agreements to purchase goods or services</i>

**Additional documentation for dependents**

<b>Requirement</b>	<b><i>Typical documents</i></b>
Spouse whose surname, as it appears in the passport, is different from the surname of the principal applicant.	<i>Copy of marriage certificate</i>
Child whose surname, as it appears in the passport, is different from the surname of that of the principle applicant.	<i>Copy of birth certificate</i>