

**E-1 & E-2 VISA APPLICATION EMPLOYEE CHECKLIST**  
For First-Time Company Applicants Only

INFORMATION REGARDING THE EMPLOYEE

1. **Color copies of valid passport identification pages** for the principal applicant and any accompanying dependents.
2. **Evidence of current status, if currently in the United States:**
  - A. Copy of Form I-797 (if any) for each applicant; and
  - B. I-94 Admission Record. This may be obtained online for each applicant at <https://i94.cbp.dhs.gov/i94/>.
3. **Marriage Certificate (for accompanying spouse).** The certificate must be accompanied by a certified English translation, if applicable. We can arrange for translations if necessary.
4. **Birth Certificates (for accompanying children under the age of 21).** The birth certificates must list both parents' names and be accompanied by a certified English translation, if applicable. We can arrange for translations if necessary.
5. **Job Details Regarding the Position in the United States:**
  - A. Address of worksite;
  - B. Job title;
  - C. Detailed description of duties to be performed;
  - D. Salary;
  - E. Description and annual value of benefits (health and dental insurance, etc.); and
  - F. An organizational chart showing the position, names/job titles of all subordinates, and any open subordinate positions to be filled.
6. **Job Details Regarding the Position(s) Held Abroad with the Related Company:**
  - A. Name of employer and address of worksite;
  - B. Dates position held (from mm/yyyy to mm/yyyy);
  - C. Job title and detailed description of duties performed; and
  - D. An organizational chart showing the position.
7. **Copy of Resume.** The resume should contain information regarding educational background and all relevant employment.
8. **Copy of Educational Credentials.** If the individual has received any certification in areas related to the field of employment, please include these also. We will arrange for certified English translations where appropriate.
9. **(For U.K. applicants) Evidence of Ties to the United Kingdom.** Examples include a copy of the current

lease or mortgage for the applicant's primary residence in the United Kingdom; the applicant's most recent U.K. pay stub; the most recent school transcript for each child between the ages of 5 and 18 inclusive).

10. **Periods of time previously spent in the United States in work-authorized status** (if any). Please indicate visa status held (E-1, E-2, H-1B, L-1, etc.), as well as Social Security Number.
11. Details regarding **previous visa denials or problems involving U.S. immigration** (if any).
12. If the individual has had any **prior records of arrest (including DUI but not traffic violations)**, please have him or her contact our office confidentially.

**ITEMS TO BE PROVIDED ONCE COMPANY REGISTRATION HAS BEEN DRAFTED**

We will advise when the following items are required:

1. **Visa Application Fee.** As of September 12, 2014, the E-1/E-2 fee is \$205 per applicant. We will provide detailed information on how this fee is to be paid to the Embassy/Consulate.
2. **Digital Photo.** To be provided for you and any accompanying dependents. Please see specifications at [DOS Photo Requirements](#).

**ITEMS TO BE PROVIDED TO THE EMBASSY**

We will advise on the following items prior to your visa appointment:

1. **Hardcopy Photo.** To be provided for you and any accompanying dependents. Please see specifications at [DOS Photo Requirements](#).
2. **Visa Reciprocity Fees.** We will advise prior to your visa appointment if this will apply to you depending on your nationality. This fee is typically paid by cash or credit card at the Embassy on the day of the interview, upon visa approval.