

SUGGESTED (AND POSITIVELY TESTED) WAY OF ORGANIZING THE REQUEST FOR A
NON-IMMIGRANT VISA (IN THIS CASE E1- TREATY TRADER)

name

address

city

Tel.

Cell. VISA E1 Request for

xxxxxxx – main applicant

xxxxxxx - wife

xxxxxxx - son

xxxxxxx - daughter

xxxxxxx – nanny

Forms :

DS-156

DS-157

DS-156E

ENCLOSED ATTACHMENTS

(5 folders)

Applicants personal informations – folder 1/5

1. Copy of payment Banca Nazionale del Lavoro (5 fees 80*5= 400 Euro)
2. Copy of Passports for all applicants
3. Passport type photographs for all applicants (extra set)
4. Marriage Certificate and Birth certificate for children
5. Proof of hiring of Ms. xxxxxxxx as Nanny

Proof that we'll leave USA once business is completed and proof of applicant key role in the
Company – folder 2/5

6. Curriculum vitae , professional positions, properties , income and interests in Italy (supporting docs attachments 7-13)
7. Certificate of current professional assignments
8. Certificate of shares of personal Corporations s held in Italy
9. Articles of xxxxxxxx whose shares are held by applicant in Italy.
10. Copy of enrolment at the Ordini xxxxxxxx for xxxxxxxx and xxxxxxxx
11. Certificate of current professional assignments in Italy of xxxxxxxx
12. Copy of tax return years xxx and xxxxx for xxxxxxxx and xxxxx
13. Certificate of the key role in the Corporation for xxxxxxx.

XXXXXXXX (parent company)- folder 3/5

14. Camera di Commercio (Company House) certificate and Articles of incorporation
15. Proof of Nationality of business owners (Shareholders of parent xxxxxxxx) : Official Camera di Commercio certificate + copy of documents of shareholders
16. Financial statements xxxxx,xxxx and xxxxx (draft)
17. Tax returns xxxxx,xxxx

Trade between USA and Italy- Folder 4/5

18. Total export to the USA years xxxxx – xxx
19. Details and copy of export invoices xxxxx and xxxxx

20. Letter form Accountant on figures xxxx-xxxx

xxxxxxx (U.S. subsidiary) – folder 5/5

21. Business plan for xxxxxxx

22. Stock certificate of xxxxxxx (100% held by xxxxxxx) + Affidavit

23. Articles of Incorporation for xxxxxxx. and Department of State certificate

24. Leases for business premises for xxxxxxx.

25. Bank account opened for xxxxxx.

26. Annual report xxx for xxxxx.