

How to Apply for an E Visa

IMPORTANT: The U.S. Embassy in Bogota has implemented a new policy regarding Treaty Trader (E1) and Treaty Investor (E2) visa application requests. Please note that appointment availability for **non-residents** in Colombia is very limited. Residents of Colombia are defined as persons able to demonstrate legal and physical presence in Colombia for a minimum of one year prior to their E visa application. If you are a non-resident in Colombia and you wish to proceed with your application in Bogota, **there is no guarantee that an appointment will be available within the one year validity of your payment.** In such cases, we encourage you to apply for the E visa in your country of residence.

Please take into account the information below as you begin your application process:

1. The required document to certify legal and physical presence in Colombia is the Certification of Migratory Movements. This document compiles records that appear in the Colombian Government's database of arrivals and departures in Colombia of a national citizen and/or foreigner; and it is issued by the administrative unit, Migración Colombia. This record is required for your E visa application; it must be issued within a 30-day period and must be included in Tab B of your application package.
2. In case of discrepancies in the record, it is the applicant's responsibility to process the correction directly with Migración Colombia.
3. If your Certification of Migratory Movements does not reflect your physical presence in Colombia for a minimum of one year prior to your E visa application, your appointment will be cancelled.
4. You must send your complete application package before we can schedule your appointment for an interview.
5. If your E visa application is for a family group, please ensure that all members are registered under the same payment pin. Therefore, the interview must be scheduled for the same time and date for the whole group.
6. Under no circumstances should an applicant reschedule or cancel the E visa appointment. If changes are required you must contact the consular section through the email NIVBogota@state.gov. In response, a representative from the section will send instructions on how to proceed. Please be aware that if you reschedule or cancel the E visa appointment **there is no guarantee that an appointment will be available within the one year validity of your payment.**
7. Please note that there are **no emergency appointments** for this visa.
8. The email NIVBogota@state.gov is the only way to get in contact with the consular section. For all requests or inquiries, please include the following information in the subject line: Surname, Given Name, Business Name, E-1 (or E-2) Visa Application
 - Surname, Given name (Full)
 - Company's name
 - E-1 or E-2 (According to your visa application)

Appointment Scheduling

1. Instructions for the DS-160, the Non-Immigrant Visa Application, can be found at <https://ceac.state.gov/genniv/>. Once this form is submitted, print the confirmation page that includes the barcode. For further instructions, please visit our website in order to get the full instructions guide to complete the form DS-160.
2. Complete the registration process and proceed to pay the Nonimmigrant Visa (MRV) application fee(s) according to the visa category. Payment must be processed through the website: <https://ais.usvisa-info.com/es-co/niv/>.
3. Once your payment is processed, you will receive an automated confirmation.
 - a. If your E visa application is a family group, please ensure that all the members are registered under the same payment pin.

IMPORTANT: Under no circumstances should an applicant reschedule or cancel the E visa appointment. If changes are required, you must contact the consular section through the email NIVBogota@state.gov. In response to your email, a representative from the section will send instructions with how to proceed according to your case. Please be aware that if you reschedule or cancel the E visa appointment there is no guarantee that an appointment will be available within the one year validity of your payment.

Document mailing

You must send the application package electronically to NIVBogota@state.gov before we can schedule your interview. Be aware of the following criteria for the documents:

- Files must be sent in "PDF" format. You may send the documents in more than one email. If so, please indicate the total number of emails in the subject line, i.e. Surname, Given Name, Business Name, E-1 or E-2 Visa Application (1 of 2), etc.
- Do NOT send "linked" files, as we cannot access or open these.
- The entire E visa package, submitted electronically, must not exceed 100 single- sided pages. Please limit attachments to a maximum of 5 MB.
- Each tab should be a separate attachment, labeled accordingly, and in consecutive order.

Please follow these instructions exactly. If the documents do not meet the criteria (**format, order**) your application package will not be accepted.

Required Document List for E-1 Applications

Please organize the documents as indicated below:

<p>Tab A: Cover Letter</p>	<p>This attachment should include a cover letter describing the company and the nature of its business. This letter must address all requirements for E visa eligibility as defined by the Foreign Affairs Manual (FAM) and U.S. law. The letter should also address the following points in detail:</p> <ol style="list-style-type: none"> 1. That the enterprise is currently operational; 2. That the trade in question is substantial and ongoing, as defined in 9 FAM 402.9-5(C); 3. That the trade occurs principally between the United States and the treaty country as required by 9 FAM 402.9-5(D); and 4. That the applicant, if an employee, will fill an executive/supervisory role or possesses skills essential to the firm's operations as required by 9 FAM 402.9-7. <p>The letter should include a paragraph concerning the applicant's intent to depart the U.S. when E status ends. If the company has previously qualified for E visa status, please also include the date of the initial visa issuance.</p>
<p>Tab B: Administrative Documents</p>	<p>This attachment should include:</p> <ol style="list-style-type: none"> 1. Certification of Migratory Movements issued by Migración Colombia within a 30-day period. In case of discrepancies of the record, it is the responsibility of the applicants to process the correction directly in the Migración Colombia facilitator centers. 2. A printed confirmation page from the Online Nonimmigrant Visa Application DS-160. Please include a confirmation page and photo for each applicant or accompanying family member. 3. One 5X5 cm photo taken within the last six months with a white background. 4. The DS-156E form must include a valid e-mail address. Please ensure that the form is filled out in its entirety. 5. In case of dependents: Proof of the marital status of the principal applicant, if applicable, and proof of family relationships (i.e. marriage certificate and birth certificates for spouse and children, if accompanying). 6. Payment receipt of the Nonimmigrant Visa (MRV) application fee(s)

<p>Tab C: Company Structure/Ownership</p>	<p>This attachment should include proof of treaty country ownership (at least 50%) and controlling interest in the enterprise. Examples for corporations include: articles of incorporation, stock certificates and ledgers, Secretary of State certificates, or related documents.</p> <p>Examples for private companies include: articles of organization/formation, state registration of ownership, or related documents.</p> <p>If the firm has several owners or subsidiaries, or if the chain of ownership includes intermediary entities, please include the following:</p> <ol style="list-style-type: none"> 1. An organization chart clearly indicating the full ownership structure of the entity; 2. Legal proof of ownership within a respective chain; 3. Photocopies of the biodata page of the passports and the ownership percentage of each unit holder of the definitive parent company; and 4. If the firm is an incorporated entity outside of the United States, a chart of the ownership of the enterprise and a certificate of existence/registration from the jurisdiction where the company is incorporated.
<p>Tab D: Evidence of Substantial Trade</p>	<p>This attachment should include evidence of substantial trade as defined by 9 FAM 402.9-5(C). This should include a clear statement of the total volume of trade over the last twelve months, as well as the number and date of transactions over the last twelve months. Supporting evidence may include bills of lading, invoices, and purchase orders.</p> <p>If applicable, applicants should also include the first two pages of the entity's U.S. corporate tax returns for the three most recent fiscal years.</p>
<p>Tab E: Evidence of Trade with the U.S.</p>	<p>This attachment should include evidence that at least fifty percent of the trade is between the U.S. and the treaty country as defined by 9 FAM 402.9-5(D). Bills of lading are generally preferred, but U.S. customs invoices and/or purchase receipts may also be submitted, as well as a letter from a company officer certifying the percentage breakdown of company trade between Colombia and the United States, including both imports and exports. Additional explanatory remarks and a sample Volume of Trade Report (courtesy of our colleagues at U.S. Embassy Seoul) can be found here.</p>

<p>Tab F: Applicant Qualifications</p>	<p>This attachment should include:</p> <ol style="list-style-type: none"> 1. Applicant's resumé, including all relevant educational and work experience; 2. A company organizational chart, including: <ol style="list-style-type: none"> a. Applicant's position in company; b. Direct subordinates of principal applicant, if any; and c. Clearly identifying any person being replaced <p>For applicants who have previously worked in the U.S., please provide pages 1-2 of IRS Form 1040 for the three most recent fiscal years.</p> <p>If an applicant is applying as an employee with Executive and Supervisory Responsibility, please provide evidence that he or she meets the criteria outlined in 9 FAM 402.9-7(B).</p> <p>If the applicant is applying as an essential employee, evidence that the employee has essential skills that the enterprise urgently needs, as well as the projected duration of this essentiality. You should include relevant diplomas, job training certificates or letters from previous employers in this section. You may also wish to explain why the enterprise was unable to find a qualified U.S. citizen or Legal Permanent Resident to fill the position. You should address the criteria contained in 9 FAM 402.9-7(C).</p>
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Required Document List for E-2 Applications

<p>Tab A: Cover Letter</p>	<p>This attachment should include a cover letter describing the company and the nature of its business. This letter must address all requirements for E visa eligibility as defined by the Foreign Affairs Manual.</p> <p>The letter should also address the following specific points:</p> <ol style="list-style-type: none"> 1. That the investor has invested or is actively in the process of investing, as per 9 FAM 402.9-6(B); 2. That the enterprise is currently running or will be running in the <ol style="list-style-type: none"> a. immediate future, as per 9 FAM 402.9-6(C); 3. That the investment is substantial, 9 FAM 402.9-6(D); 4. That the investment is more than a marginal one solely for earning a living, 9 FAM 402.9-6(E); and 5. That the applicant is in a position to develop and direct the enterprise as per 9 FAM 402.9-6(F); or, if an employee, will occupy an executive/supervisory position or possesses skills essential to the firm's operations in the United States; and 6. That the applicant intends to depart the United States when E-2 status terminates. <p>If the company has previously qualified for E visa status, please also include the date of the initial visa issuance.</p>
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<p>Tab B: Administrative Documents</p>	<p>This attachment should include:</p> <ol style="list-style-type: none"> 1. Certification of Migratory Movements issued by Migración Colombia within a 30-day period. In case of discrepancies in the record, it is the applicant's responsibility to process the correction directly with the Migración Colombia facilitator centers. 2. A printed confirmation page from the Online Nonimmigrant Visa Application DS-160. Please include a confirmation page and photo for each applicant or accompanying family member. 3. One 5X5 cm photo taken within the last six months with a white background. 4. The DS-156E form must include a valid e-mail address. Please ensure that the form is filled out in its entirety. 5. In case of dependents: Proof of the marital status of the principal applicant, if applicable, and proof of family relationships (i.e. marriage certificate and birth certificates for spouse and children, if accompanying). 6. Payment receipt of the Nonimmigrant Visa (MRV) application fee(s)
<p>Tab C: Company Structure/Ownership</p>	<p>This attachment should include proof of treaty country ownership (at least 50%) and controlling interest in the enterprise. Examples for corporations include: articles of incorporation, stock certificates and ledgers, Secretary of State certificates, or related documents.</p> <p>Examples for private companies include: articles of organization/formation, state registration of ownership, or related documents.</p> <p>If the firm has several owners or subsidiaries, or if the chain of ownership includes intermediary entities, please include the following:</p> <ol style="list-style-type: none"> 1. An organization chart clearly indicating the full ownership structure of the entity; 2. Legal proof of ownership within a respective chain; 3. Photocopies of the biodata page of the passports and the ownership percentage of each unit holder of the definitive parent company; and 4. If the firm is an incorporated entity outside of the U.S., a chart of the ownership of the enterprise and a certificate of existence/registration from the jurisdiction where the company is incorporated.

<p>Tab D: Proof of Investment</p>	<p>This attachment should include proof that the funds have been invested or that the investor is actively in the process of investing as defined by 9 FAM 402.9-6(B).</p> <p>It is important to provide proof of actual purchases and/or signed contracts and leases related to the enterprise, not just wire transfers to a U.S. account. The application should also clearly demonstrate the source of funds being expended.</p> <ol style="list-style-type: none"> 1. Proof may be demonstrated by the following (non-comprehensive) list of documents 2. Escrow documents 3. Wire transfers 4. Lease contracts (must include lease length and start/end dates, property address and size, rental amount, landlord and tenant names, and all required signatures) 5. Sales invoices 6. Purchasing agreements (must include buyer and seller names, date of agreement, purchase amount, special conditions) 7. Franchise agreement (entire agreement required).
<p>Tab E: Proof that Enterprise Operates</p>	<p>This attachment should include proof that the enterprise is currently running or will open its doors imminently as defined by 9 FAM 402.9-6(C). Applicants must also include financial projections for the next 5 years, which may be included within a business plan.</p> <p>Supporting proof may include, but is not limited to:</p> <ol style="list-style-type: none"> 1. Business licenses 2. Special permits (food, alcohol, etc.) 3. Utility bills (electrical, water, etc.) 4. Bank statements 5. Sales contacts/invoices
<p>Tab F: Proof of Substantial Investment</p>	<p>This attachment should include evidence that the investment is substantial as defined by 9 FAM 402.9-6(D).</p>
<p>Tab G: Proof that Investment Not Marginal</p>	<p>This attachment should include evidence that the enterprise is more than marginal as defined by 9 FAM 402.9-6(E).</p> <p>All applicants should also include a business plan for the next five years prepared by a certified C.P.A., including projected expenses and profits. For all new businesses, the plan must verify the capacity of the enterprise to realize a profit within a maximum of five years.</p> <p>If the enterprise is already in existence, pages 1-2 of the appropriate federal tax forms for the most recent year may also be submitted.</p>

<p>Tab H: Applicant Qualifications</p>	<p>This attachment should include:</p> <ol style="list-style-type: none"> 1. Applicant's resume, including all relevant educational and work experience; 2. A company organizational chart, including: <ol style="list-style-type: none"> a. Applicant's position in company; b. Direct subordinates of principal applicant, if any; and c. Clearly identifying any person being replaced <p>For applicants who have previously worked in the U.S., please provide pages 1-2 of IRS Form 1040 for the three most recent fiscal years.</p> <p>If an applicant is applying as an employee with Executive and Supervisory Responsibility, please provide evidence that he or she meets the criteria outlined in 9 FAM 402.9-7(B).</p> <p>If the applicant is applying as an essential employee, evidence that the employee has essential skills that the enterprise urgently needs, as well as the projected duration of this essentiality. You should include relevant diplomas, job training certificates or letters from previous employers in this section. You may also wish to explain why the enterprise was unable to find a qualified U.S. citizen or Legal Permanent Resident to fill the position. You should address the criteria contained in 9 FAM 402.9-7(C).</p>
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E-1 and E-2 Dependent Applications

If you are the spouse or child of an E-1 or E-2 visa holder and you wish to apply as a dependent, be aware of the following:

If you are the spouse or child of an E-1 or E-2 visa holder who received their E visa in the past six months, please email the following documents:

1. Proof of your relationship to the primary visa holder (i.e. marriage or birth certificates)
2. Copy of the principal E visa holder.

If the principal E visa holder received his or her visa more than 6 months ago, please provide, by email, the following documents:

1. Proof of your relationship to the primary visa holder (i.e. marriage or birth certificates)
2. Copy of the principal E visa.
3. DS-156E of the principal E visa holder.
4. Evidence that the business is currently operating. Acceptable documentation may include, but is not limited to, monthly bank statements, invoices, profit and loss statements, and tax documentation covering the period since the principal E visa was issued.

If the principal investor or trader converted to E status while in the U.S. (for example, if he or she entered the U.S. on a B1/B2 visa and later received E status authorization), please provide, by email, the following documents:

1. Proof of your relationship to the primary visa holder (i.e. marriage or birth certificates).
2. Copy of the principal E visa.
3. DS-156E of the principal E visa holder.
4. Evidence that the business is currently operating. Acceptable documentation may include, but is not limited to, monthly bank statements, invoices, profit and loss statements, and tax documentation covering the period since the principal E visa was issued.
5. Copy of Form I-797 (Notice of Action) approving the change of status.