



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **UNITED STATES OF AMERICA CATEGORY E1 STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - This must be valid for at least 6 months beyond your stay in the USA.
- Photograph
  - A photo needs uploading whilst completing the visa application form online. This must follow the descriptions below. If you cannot upload it then you must bring a printed photo to the interview.
  - Photo on a plain white or off white background.
  - It must be 2 inches by 2 inches.
  - The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
  - Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo
- Nonimmigrant Visa Application, Form DS-160 confirmation page
  - The form is completed online. Regent visas can complete the visa form and upload the photo on your behalf. You will our visa form template in the downloadable pack.
- Appointment confirmation
  - An appointment must be booked. Regent Visas can book the appointment.
- Form DS-156E
  - You will find one in our downloadable pack.
- Evidence of previously issued USA visas
  - If you are no longer in possession of the passport(s) containing the visas, you may advise the consular officer at the time of your interview
- If you have a medical condition that could have a bearing on your eligibility for a visa:
  - Then provide a letter from your Doctor explaining your current state of health.
- If you have ever been arrested, cautioned, convicted you must provide a police certificate known as an ACRO
- If you have been denied entry into or deported, or removed from the United States:
  - Provide documents relating to this
- A Job Description Letter:
  - The role of the Company and its contact details
  - The applicants role in the company
  - State the applicants salary, allowances and benefits
  - What qualifications they have for that job
- Organizational chart
  - This needs to show the applicants position in the company.
- An up to date C.V.
- Copy of Educational Certificates
- A copy of the approval letter for the registered treaty company
- A signed and dated statement of intent to depart the United States upon termination of nonimmigrant E treaty legal status
- Copy of Change of name Deed poll if applicable
- Regent visas order form

## **UNITED STATES OF AMERICA CATEGORY E1 STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- You will find one in our downloadable pack.
- Important Information:
  - At the interview your fingerprint will be scanned.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="United States of America Category E1"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE