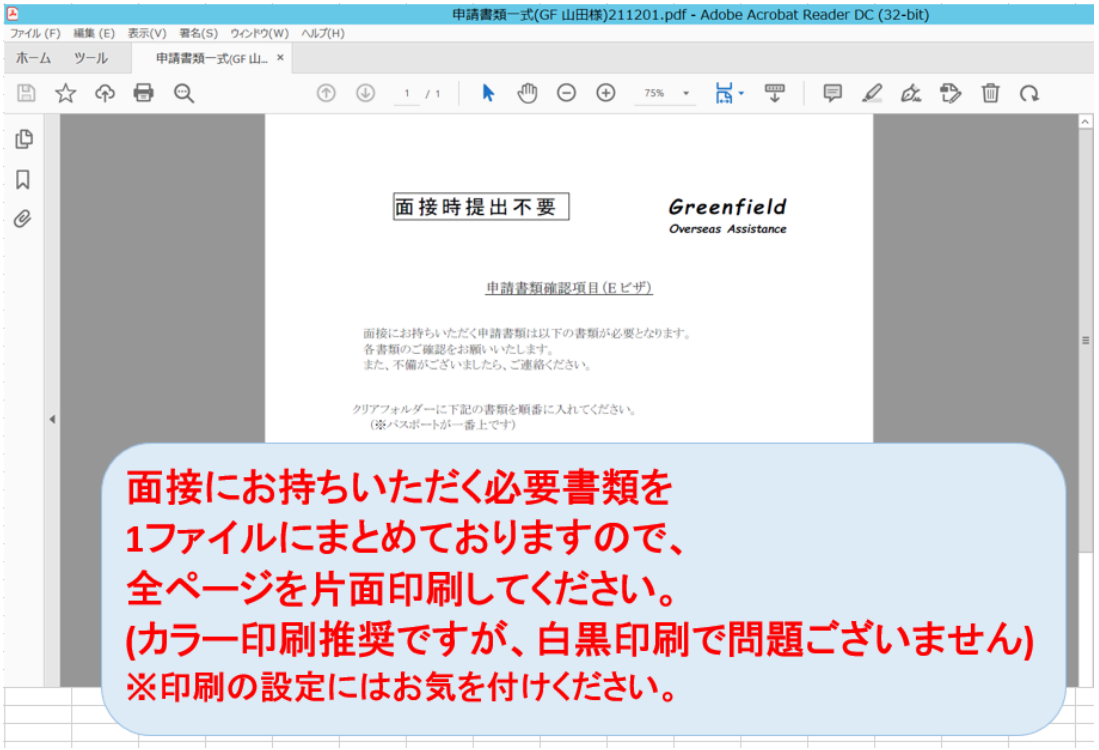
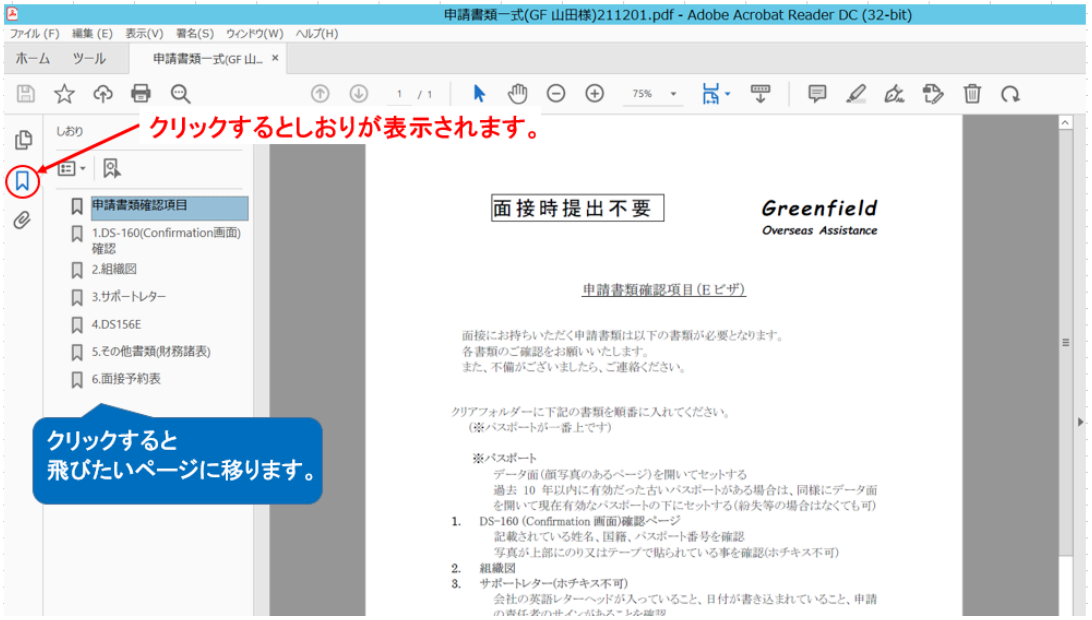
申請書類印刷・セット手順
(Eビザ/グリーンプログラム企業)

①GFビザ申請支援システム「ファイル管理」にアップロードされている申請書類一式をダウンロードしてください。

②ダウンロードしたフォルダを開いて、PDFを全ページ片面印刷してください。
（サイズ：A4サイズ又はレターサイズ 原稿の向き：縦）

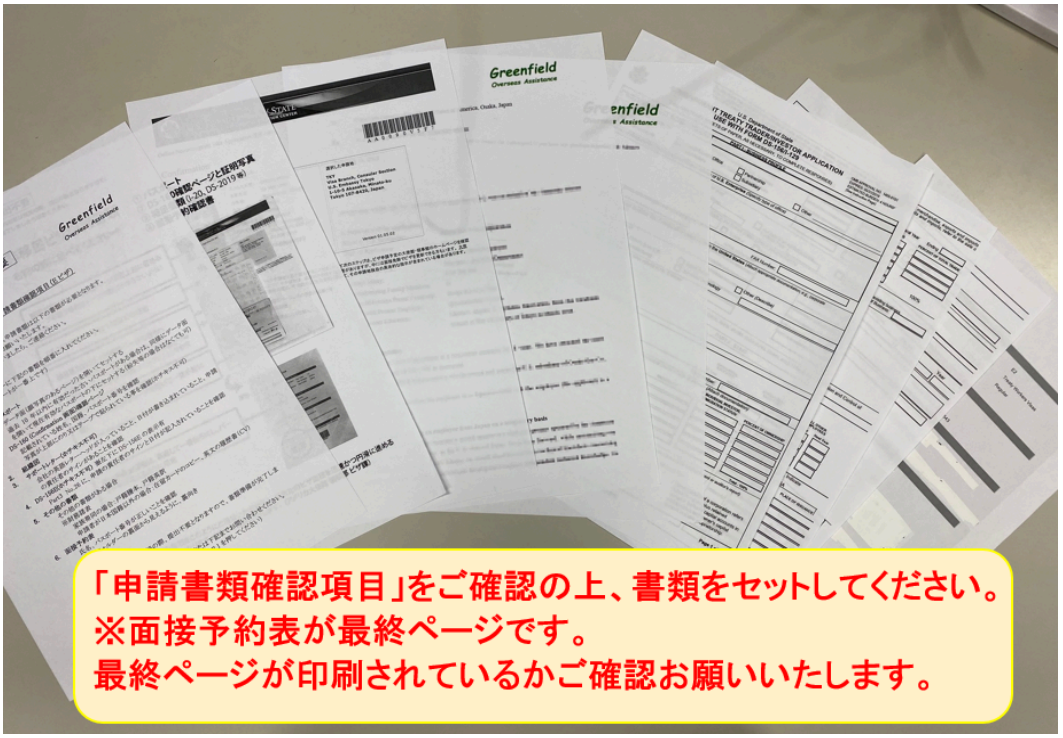


補足：PDF上、各申請書類毎にしおりを設定しています。セットをする際にご参考にしてください。
※環境によってはしおりが表示されない場合があります。しおりが表示されなくても書類のセットに支障はございません。

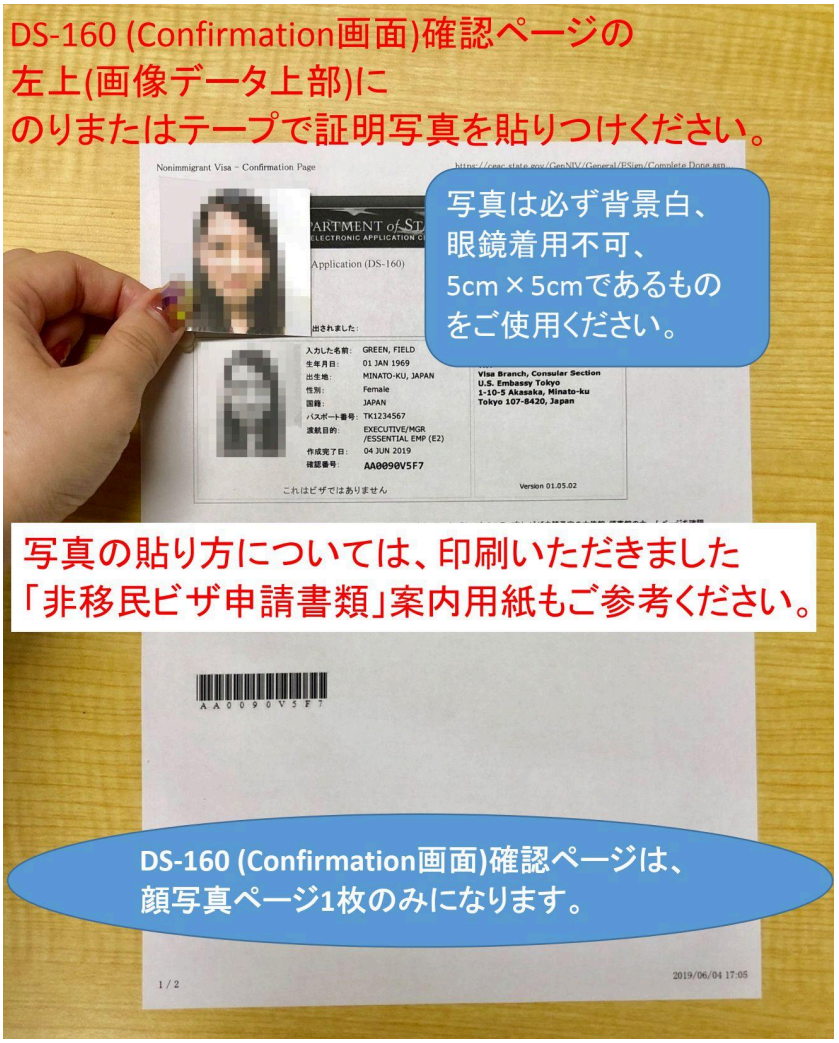


③「申請書類確認項目」と「非移民ビザ申請書類」案内用紙はセット方法のご案内です。「申請書類確認項目」をご参照し書類を準備してください。

DS-160(Confirmation画面)確認ページ以降が申請書類です。



1. DS-160 (Confirmation画面)確認ページ

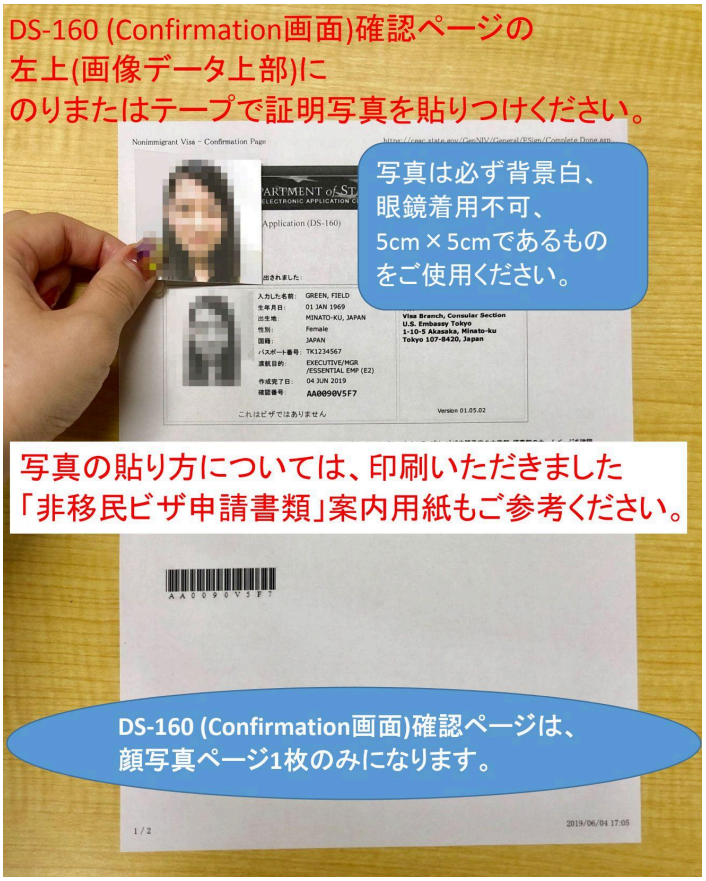


＊写真の貼り方について補足＊

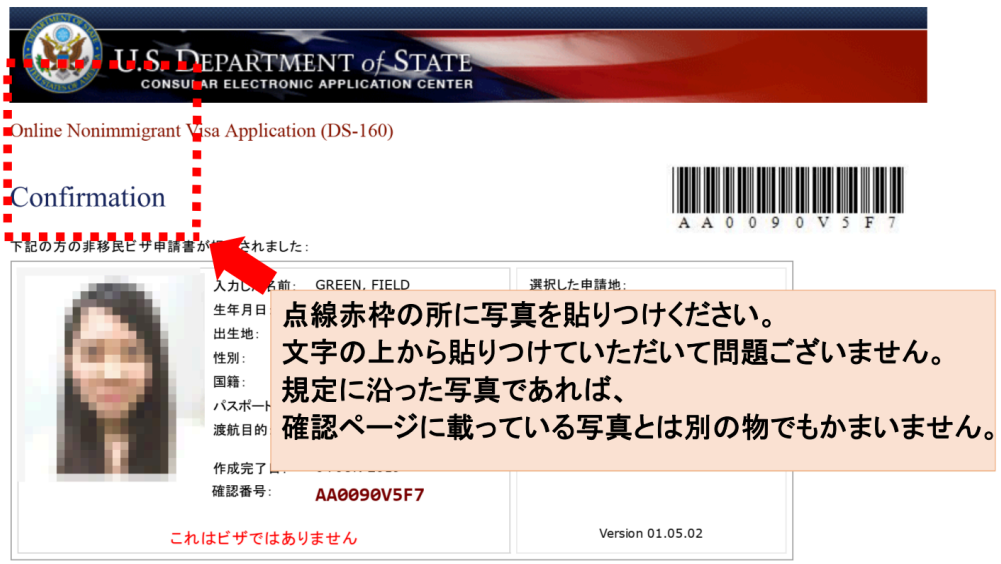
※家族も同時に申請する場合

(単身申請の方は **2.**サポートレターへお進みください)

主たる申請者と同様に、ご家族のDS-160(Confirmation画面)確認ページも写真を貼り付け、主たる申請者確認ページの真後ろにセットしてください。
複数人いる場合は全員分重ねてセットください。
例:主たる申請者確認ページ⇒配偶者確認ページ⇒お子様確認ページ



Nonimmigrant Visa – Confirmation Page https://ceac.state.gov/GenNIV/General/ESign/Complete_Done.asp



2. サポートレター(ホチキス不可のためクリップ留め推奨)

貴社のレターヘッドが入っていることを
ご確認ください。

Greenfield
Overseas Assistance

To: Consulate General of the United States of America, Osaka, Japan
Non-Immigrant Visa Section
Re: [redacted] Visa Application for [redacted]

February 21, 2019

Dear Sir or Madam,

[redacted]

1. Summary of the application

Greenfield
Overseas Assistance

Please do not hesitate to contact the undersigned if you have any questions regarding [redacted] application.

Sincerely,

サインがあることをご確認ください

[redacted]

3.DS-156E(ホチキス不可のためクリップ留め推奨)

Part1、2、3がセットです。
別添がある場合は後ろにセットしてください。
※左下に「DS-156E」とフォーム名が記載されてます

DS-156E(1枚目)PartⅠ No.1～9

U.S. Department of State

NONIMMIGRANT TREATY TRADER/INVESTOR APPLICATION
USE WITH FORM DS-156/I-129

(USE ADDITIONAL SHEETS OF PAPER, AS NECESSARY, TO COMPLETE RESPONSES)

OMB APPROVAL NO. 1405-0101
EXPIRES: 05/31/2019
ESTIMATED BURDEN: 4 HOURS*
(See Instruction Page)

PART I - BUSINESS PROFILE

1. Name of U.S. Enterprise, Business, or Company

2. Type of Business Enterprise:
☐ Corporation ☐ Branch/Liaison Office ☐ Partnership
☐ Privately owned ☐ Joint Venture ☐ Subsidiary ☐ Other

3. Address of Headquarters, Subsidiaries and Branch Offices of **U.S. Enterprise** *(Specify type of office)*

Telephone Number: FAX Number:

4. Date *(mm-dd-yyyy)* and Place Business Was Established or Incorporated in the **United States** *(Attach appropriate documentation; e.g., corporate papers, partnership agreement, etc.)*

5. What is the nature of the business?
☐ General Trade ☐ Exports from U.S. ☐ Retail Sales ☐ Other *(Describe)*
☐ Imports to U.S. ☐ Manufacturing ☐ Services/Technology

6. Describe fully the services, production, or other activity in No. 5 above.

7. Name and Address of **Foreign Parent Business** *(If any)*

Telephone Number: FAX Number:

8. Nationality of Foreign Entity *(Corporation, Partnership, etc.)* or Foreign Individual Owner of **U.S. Business** *(Attach documentation)*

NAME	NATIONALITY	IF INDIVIDUAL INVESTOR, IMMIGRATION STATUS	PERCENT OF OWNERSHIP
		Total - 100%	

9. Financial Statement for year ☐ Calendar Year ☐ Fiscal Year *(Attach most recent financial statement or auditor's report)*

Total Assets of U.S. Business:		☐ Current Cash	☐ Historical Cost
Total Liabilities:			
Owner's Equity:*			
Total Annual Operating Income:	Before Taxes	After Taxes	

* Owner's equity of a corporation refers to paid-in capital plus retained earnings; partner's capital accounts in a partnership; and owner's capital account in a sole proprietorship.

DS-156E
11-2013
PREVIOUS EDITIONS OBSOLETE
Page 1 of 3

DS-156E(2枚目)No.10~15(PartⅡはNo.14,15)

10. To measure the amount of international trade with the United States, please complete the following. *(For trade in merchandise, exports and imports, refer to shipment and sale of goods across international boundaries. For trade in services and technology, exports and imports, refer to the sale of services by treaty-country nationals to nationals of the United States and other countries.)*

Gross International Trade of the U.S. Enterprise in (year) ☐ Calendar Year ☐ Fiscal Year Ending

	DOLLAR VALUE	NO. OF TRANSACTIONS (Optional)	PERCENT OF TOTAL TRADE
Imports from treaty country to U.S. business			
Exports from U.S. business to treaty country			
Imports from third countries to U.S. business			
Exports from United States to third countries			
Domestic U.S. production/manufacturing			
Total:			100%

11. Type of Investment *(Check one)*
☐ Creation of a new business. Total Start-up Costs:
☐ Purchase of an existing business. Purchase Price:
☐ Continuation of an existing business. Fair Market Value of Business:

12. Total Investment from Abroad Made in the United States *(Attach documentation)*
FOR YEAR ☐ Calendar ☐ Fiscal

	INITIAL INVESTMENT	TOTAL CUMULATIVE INVESTMENT
Cash		
Inventory		
Equipment		
Premises		
Other *(describe)*		
TOTAL		

13. Source of Investment Capital *(personal funds, corporate funds, loans, stocks, debentures, bonds, etc.)*; Evidence of Possession and Control of Funds in the **United States** *(Attach full documentation)*

PART II - STAFF

14. Type of Personnel in the **United States** *(Attach staffing chart)*
Specify: ☐ Calendar Year ☐ Fiscal Year

	MANAGERIAL EXECUTIVE		SPECIALIZED ESSENTIAL		ALL OTHER EMPLOYEES	
	This Year	Next Year	This Year	Next Year	This Year	Next Year
Nationals of Treaty Country on E, H, & L Visas:						
U.S. Citizens and Legal Permanent Residents:						
Other *(Third-Country Nationals)*:						
TOTAL:						

15. List all personnel of U.S. business holding executive, managerial and/or specialist positions by subsidiary/branch office. If aliens, indicate nonimmigrant visa status or lawful permanent resident (LPR) status.

NAME AND POSITION/TITLE/DIVISION	NATIONALITY	U.S. VISA TYPE	U.S. VISA DATE (mm-dd-yyyy)	U.S. VISA PLACE OF ISSUANCE

DS-156E
Page 2 of 3

DS156E(3枚目)PartⅢ No.16~27

PART III - APPLICANT

(Middle Name)

17. Type of Applicant:
☐ Principal owner/investor/trader ☐ Supervisor ☐ Specialist
☐ Manager ☐ Executive ☐ Other

18. Present Position and Duties *(Describe in detail)*

19. Name and Address of Employer

20. Years with Present Employer

21. Highest Level of Education

School	Major/Subject	Degree	Year

22. Other Relevant Experience and Education *(Attach Curriculum Vitae - Optional)*

23. Position in the **United States** Title

Description of duties (*include names and titles of all immediate subordinates*)

24. Annual U.S. Salary and Benefit Package
Salary
Allowances/Benefits
TOTAL

25. Name of Person in the **United States** Being Replaced
Type of Visa
Date issued *(mm-dd-yyyy)*
If NOT a replacement, is this:
a. An increase in staff? ☐ Yes ☐ No

サインがあることをご確認ください

26. I do solemnly swear or affirm that al
and belief.

Signature of Responsible Officer | Printed Name and Position or Office | Date *(mm-dd-yyyy)*

27. Name and Address of Person Who May Be Contacted About This Application

Telephone:
FAX:

DS-156E
Page 3 of 3

4. その他の書類

※印刷物の中に財務諸表や組織図が入っている場合はここに入れてください。
家族帯同の場合：戸籍謄本、戸籍英訳はここに入れてください。
申請者が日本国籍以外の場合：在留カードのコピー、英文の履歴書(CV)はここに 入れてください。

6. 面接予約確認書(ホチキス可)

面接予約確認書は裏面から確認できるように、
裏返して1番後ろにセットしてください。

面接予約確認書

主たる申請者の詳細

予約作成者：

申請者数：
1

パスポート番号：

ビザクラス：
E2

ビザカテゴリー：
E visas sponsored by an approved company

ビザ優先順位：
Regular

DS-160確認番号：
AA00

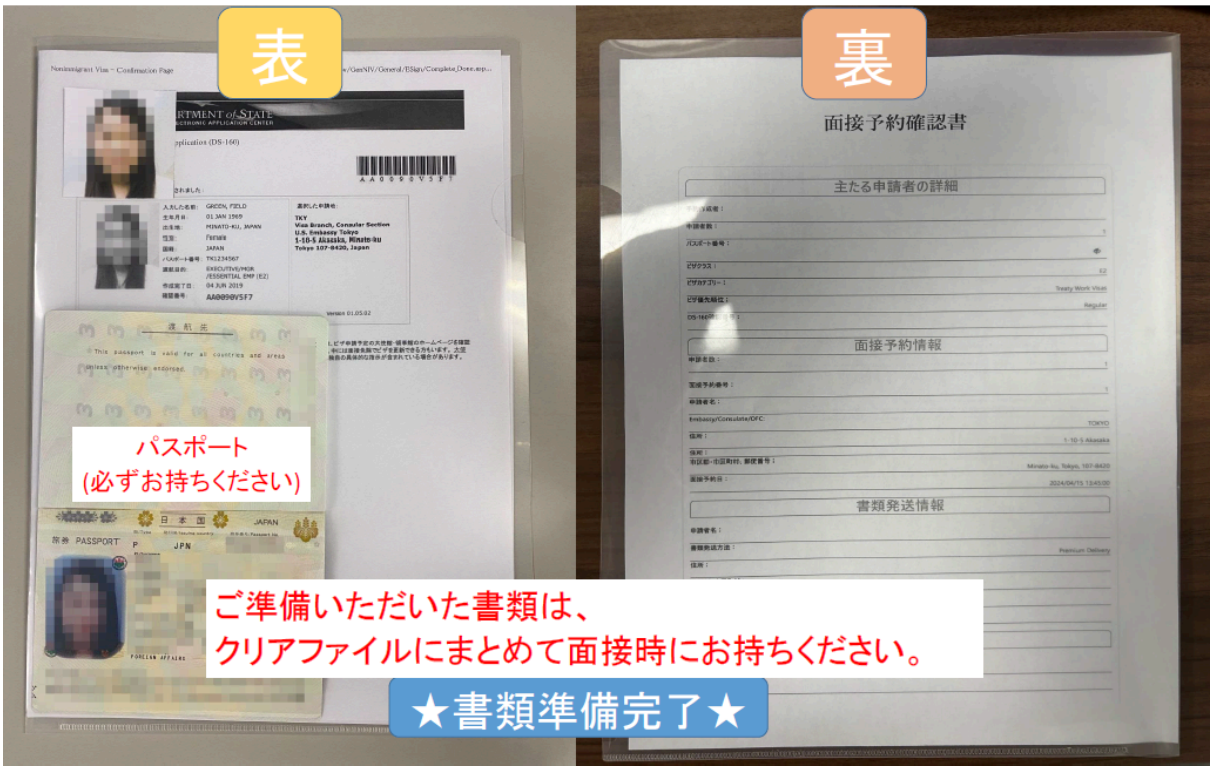
面接予約情報

申請者数：
1

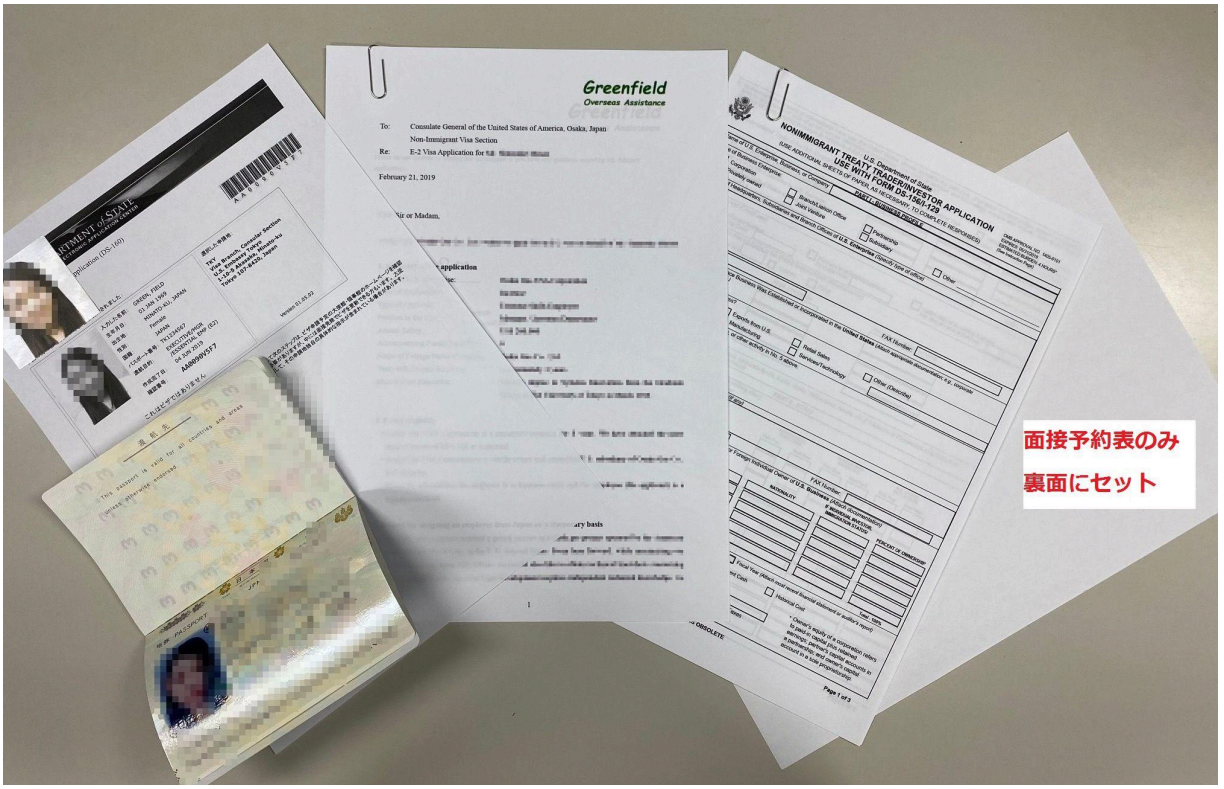
面接予約番号：
1

申請者名：

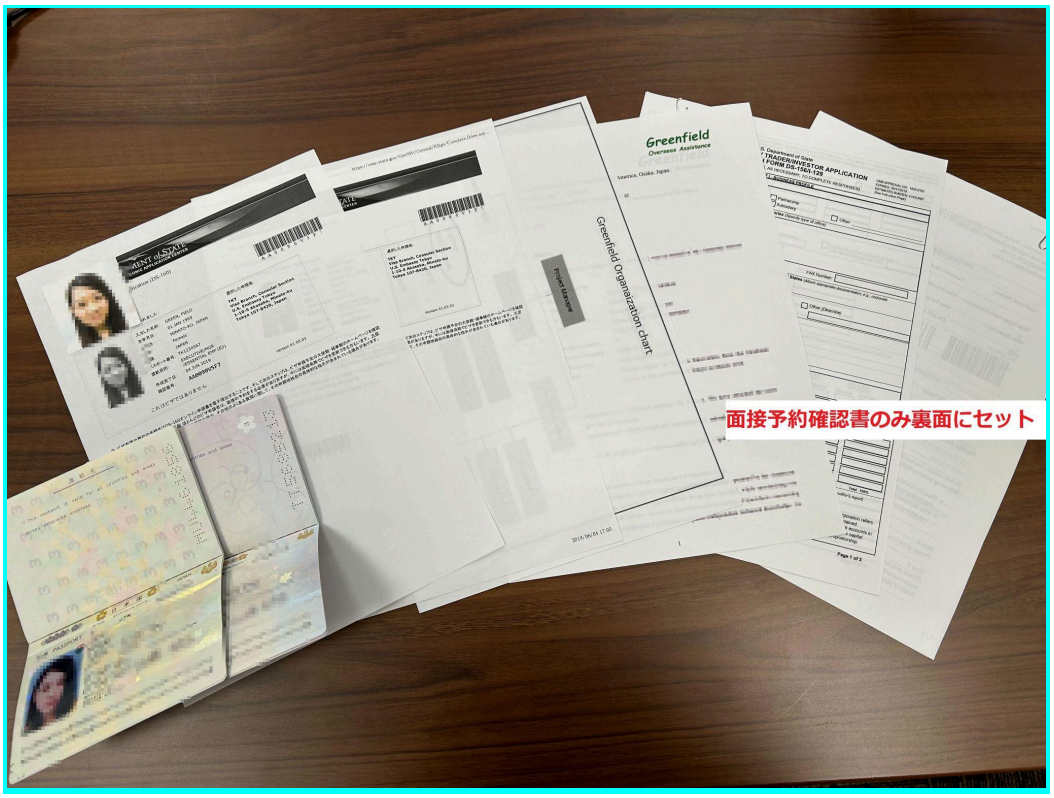
Embassy/Consulate/OFC:



例）書類セット完成図　単身申請の場合



例）書類セット完成図　家族帯同申請の場合



印刷いただいた申請書類とパスポートが面接に必要となります。
以上で準備は完了となります。ご協力ありがとうございました。