

AmCham offers an alliance with the Consular Section of the United States Embassy in San Jose for senior executives of member companies to schedule appointments and expedite handling of visa renewals. This process also includes the senior executive's spouse and children under 18.

REQUIREMENTS

- ✓ Must be the President, Vice President or Manager (for at least six months) of an AmCham member company that is current in the payment of their membership fee,
- ✓ Earn a salary greater than \$3,000 (three thousand US dollars) per month.
- ✓ Have received a US Visa previously. Application for US visa not denied

PROCEDURE

1. **Letter:** The company must address a letter to AmCham, indicating the reasons for the visa application, including:
 - Complete Name of Applicant
 - Identification Number
 - Position with the Company
 - Date Hired.
 - Gross SalaryIf the application is for family members, in addition to the above, indicate the relationship to the applicant, complete name of the family member and identification number.
2. **Copies of Documents for each applicant:**
 - Visa payment stub
 - Confirmation of completed DS-150 form the Embassy
 - Copy of the last Visa issued.
 - Copy of the first page of the Passport.
3. **Indicate the branch for delivery:** indicate the Costa Rica Post Office Branch where the documents will be picked up.
4. **Forward documents to AmCham:** the applicant must send the documents to AmCham to receive a letter and schedule the corresponding appointment with the United States Embassy.
5. **Appointment at the Embassy:** the applicant(s) must appear at the United States Embassy on the date and at the time indicated by AmCham and take the letter issued by AmCham. All the steps for the Visa application indicated by the Consulate must be followed, except step 3 (Schedule an appointment for the interview).

MORE INFORMATION

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This service facilitates the visa application, but does not guaranty that it will be issued. Any questions on the visa process, including rejections, should be addressed directly to the Consular Section of the United States Embassy.

