



# Ireland Visa Application Center in UAE

## Document Checklist

**Visa Category:**

**Visa Reference:**

| <i>List of requisite documents. All documents must be in English or translated into English through an official translation office (Self translation is not accepted)</i>                                                                                                                      | Tick when completed |    | Official use only |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----|-------------------|----|
|                                                                                                                                                                                                                                                                                                | YES                 | NO | YES               | NO |
| <b>Original application form duly completed, dated and signed: (Mandatory)</b>                                                                                                                                                                                                                 |                     |    |                   |    |
|                                                                                                                                                                                                                                                                                                |                     |    |                   |    |
| <b>For children under 18 years old, below documents must be provided: (Mandatory)</b>                                                                                                                                                                                                          |                     |    |                   |    |
| 1. A copy of the child's passport and Birth Certificate.                                                                                                                                                                                                                                       |                     |    |                   |    |
| 2. A copy of both parents'/legal guardian's passports and other official identity document containing their signatures.                                                                                                                                                                        |                     |    |                   |    |
| 3. A letter of signed consent from parents/legal guardians allowing the child to travel to Ireland if travelling unaccompanied.                                                                                                                                                                |                     |    |                   |    |
| 4. A letter of signed consent from the other parent/legal guardian allowing the child to travel to Ireland where only one parent/legal guardian is travelling.                                                                                                                                 |                     |    |                   |    |
|                                                                                                                                                                                                                                                                                                |                     |    |                   |    |
| <b>Passport(s) &amp; Residency Permission: (Mandatory)</b>                                                                                                                                                                                                                                     | YES                 | NO | YES               | NO |
| 1. Original passport, must contain 2 empty visa pages<br>> C category visa - must be valid for at least 6 months from the date you plan to leave Ireland.<br>> D category visa - must be valid for at least 6 months.                                                                          |                     |    |                   |    |
| 2. Photocopy of your bio page, all visa & immigration stamps for all travel.                                                                                                                                                                                                                   |                     |    |                   |    |
| 3. Evidence that you have permission to reside in the country from which you are applying along with photocopy of the front and back of residency card/ sticker. Must be valid for a minimum of 3 months from the date of return from Ireland.                                                 |                     |    |                   |    |
| 4. Recent passport photographs showing full face on a clear white background not older than 3 months which confirms to the requirements detailed here:<br><a href="http://irishimmigration.ie">Photograph rules for visa applications - Immigration Service Delivery (irishimmigration.ie)</a> |                     |    |                   |    |
|                                                                                                                                                                                                                                                                                                |                     |    |                   |    |
| <b>Finances: Evidence of sufficient money to fund proposed trip <u>MUST</u> be submitted (Mandatory)</b>                                                                                                                                                                                       | YES                 | NO | YES               | NO |
| 1. Bank statement/s for the last six months.                                                                                                                                                                                                                                                   |                     |    |                   |    |
| 2. Employment letter and Salary Certificate (dated within the 4-week period immediately prior to your application date).                                                                                                                                                                       |                     |    |                   |    |
| 3. Bank statement/s of your sponsor for the last six months where applicable.                                                                                                                                                                                                                  |                     |    |                   |    |
|                                                                                                                                                                                                                                                                                                |                     |    |                   |    |
| <b>For Tourism :(Mandatory)</b>                                                                                                                                                                                                                                                                | YES                 | NO | YES               | NO |



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|                                                                                                                                                                       |     |    |     |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----|
| 1. Hotel booking reservation/s confirming duration of stay and if reservation has been paid.                                                                          |     |    |     |    |
| 2. Travel itinerary such as airline bookings/tickets showing departure dates and destinations.                                                                        |     |    |     |    |
| <b>Note:</b> Travel & medical insurance is only required if you are granted a visa.                                                                                   |     |    |     |    |
|                                                                                                                                                                       |     |    |     |    |
| <b>For Visiting family and/or friends: (Mandatory)</b>                                                                                                                | YES | NO | YES | NO |
| 1. Invitation letter from the host in Ireland.                                                                                                                        |     |    |     |    |
| 2. If visiting family: Copy of passport and IRP card (front and back) from reference in Ireland.                                                                      |     |    |     |    |
| 3. A covering letter outlining reason for your travel to Ireland.                                                                                                     |     |    |     |    |
|                                                                                                                                                                       |     |    |     |    |
| <b>For Business/ Conference or Training for a Company:(Mandatory)</b>                                                                                                 | YES | NO | YES | NO |
| 1. Letter from applicant's employer stating applicant is going to Ireland on business/ conference or training on behalf of the company and who will finance the trip. |     |    |     |    |
| 2. Invitation letter from company in Ireland.                                                                                                                         |     |    |     |    |
|                                                                                                                                                                       |     |    |     |    |
| <b>For Study sponsored by Cultural Bureau:(Mandatory)</b>                                                                                                             | YES | NO | YES | NO |
| 1. Letter from cultural bureau (if sponsored).                                                                                                                        |     |    |     |    |
| 2. Letter of acceptance from school/ college in Ireland.                                                                                                              |     |    |     |    |
|                                                                                                                                                                       |     |    |     |    |
| <b>For Study not sponsored by Cultural Bureau:(Mandatory)</b>                                                                                                         | YES | NO | YES | NO |
| 1. Letter of acceptance ( <b>unconditional</b> ) from school/ college in Ireland stating that fees have been paid (minimum €6000).                                    |     |    |     |    |
| 2. Receipt of payment from the school/college.                                                                                                                        |     |    |     |    |
| 3. Letter of support from your sponsor including evidence of family link if applicable.                                                                               |     |    |     |    |
| 4. Six month's bank statements records and /or evidence of funds to finance first year of study.                                                                      |     |    |     |    |
| 5. Summary Statement of Finances Form                                                                                                                                 |     |    |     |    |
| <b>Note:</b> Travel and medical insurance is only required if you are granted a visa.                                                                                 |     |    |     |    |
|                                                                                                                                                                       |     |    |     |    |
| <b>For attending an exam:(Mandatory)</b>                                                                                                                              | YES | NO | YES | NO |
| 1. Letter from exam authority stating that the applicant is due to sit an exam on such a date and that full fees for that exam have been paid.                        |     |    |     |    |
|                                                                                                                                                                       |     |    |     |    |
| <b>For Employment: :(Mandatory)</b>                                                                                                                                   | YES | NO | YES | NO |



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|                                                                                                                                                                                                                                                                                                        |            |           |            |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|-----------|
| 1. Full copy valid work permit.                                                                                                                                                                                                                                                                        |            |           |            |           |
| 2. Full copy of signed contract of your intended employment in Ireland.                                                                                                                                                                                                                                |            |           |            |           |
| 3. A signed letter from your employer in Ireland confirming details of your position and salary to be paid. If your employer is to provide you with accommodation, details of this should also be included. The letter must be on headed paper with the company's contact and registration details.    |            |           |            |           |
|                                                                                                                                                                                                                                                                                                        |            |           |            |           |
| <b>For Joining family members in Ireland: (Mandatory)</b>                                                                                                                                                                                                                                              | <b>YES</b> | <b>NO</b> | <b>YES</b> | <b>NO</b> |
| 1. Original and translated copies of Marriage and Birth certificates.                                                                                                                                                                                                                                  |            |           |            |           |
| 2. Refer to the link to provide detailed documentation necessary for this type of application - <a href="http://www.inis.gov.ie/en/INIS/Pages/coming-to-join-family-in-ireland-immigration-service-delivery">Coming to join family in Ireland - Immigration Service Delivery (irishimmigration.ie)</a> |            |           |            |           |
|                                                                                                                                                                                                                                                                                                        |            |           |            |           |
| <b>For Volunteer/ Minister of religion: (Mandatory)</b>                                                                                                                                                                                                                                                | <b>YES</b> | <b>NO</b> | <b>YES</b> | <b>NO</b> |
| Refer to the link to provide detailed documentation necessary for this type of application.                                                                                                                                                                                                            |            |           |            |           |
| <a href="http://www.inis.gov.ie/en/INIS/Pages/volunteering-in-ireland">http://www.inis.gov.ie/en/INIS/Pages/volunteering-in-ireland</a>                                                                                                                                                                |            |           |            |           |
| 1. A copy of your preclearance letter issued by Immigration Service Delivery (formerly INIS).                                                                                                                                                                                                          |            |           |            |           |
| 2. Letter of sponsorship on headed paper from your sponsor detailing your intended role in the state and how they intend to support you in the state.                                                                                                                                                  |            |           |            |           |
| 3. Evidence of qualifications/experience.                                                                                                                                                                                                                                                              |            |           |            |           |
| 4. Police clearance certificate not more than three months old.                                                                                                                                                                                                                                        |            |           |            |           |
| Note: Travel and medical insurance are only required if you are granted a visa.                                                                                                                                                                                                                        |            |           |            |           |
|                                                                                                                                                                                                                                                                                                        |            |           |            |           |

### I acknowledge that:

- ☐ I have provided all documents to support my application.
- ☐ The onus lies with me to provide all required documentation.
- ☐ The decision on my visa will be made by the Visa Office in the Embassy of Ireland.
- ☐ An application without the complete set of documents according to the above-mentioned checklist may result in a rejection of my visa application.
- ☐ Additional supporting documents may be requested by the Visa Office.



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 My passport will remain in the Visa Office of the Embassy of Ireland for the duration of the visa process (exception for Business applications only).

 I am aware of the current processing times for C visas - <https://www.dfa.ie/irish-embassy/uae/our-services/visas/weekly-decision-reports/> and my travel plans have been made accordingly.

Please be advised that due to the above-mentioned minimum processing times, we are not able to guarantee the return of passports by specific dates for travel.

 I am aware that I can apply for Short Stay 'C' visa up to a maximum of 3 months before the date of travel to Ireland.

**If applicant is under 18 then this checklist & visa application form must be signed by a parent or guardian.**

**In case of refusal, visa fees and VFS service fees are non-refundable.**

|                                          |                  |             |
|------------------------------------------|------------------|-------------|
| _____                                    | _____            | _____       |
| <b>Applicant / Parent/ Guardian name</b> | <b>Signature</b> | <b>Date</b> |

|                                     |                |                  |
|-------------------------------------|----------------|------------------|
| <b>Applicant info (additional):</b> | _____          | _____            |
|                                     | <b>(Email)</b> | <b>(Contact)</b> |

|                         |                  |             |
|-------------------------|------------------|-------------|
| _____                   | _____            | _____       |
| <b>VFS Officer name</b> | <b>Signature</b> | <b>Date</b> |

**Official use only:**