Information to Assist you in Completing your Online Visa Application

Before you complete your online visa application you should read all of the information on visas contained on this website, including our Frequently Asked Questions (FAQS).

Under Documents Required you will find a list of the documents that you must submit to the relevant Irish Embassy/Consulate/Visa Office with your application.

While we endeavour to provide you with a comprehensive list of all supporting documentation you will require, a Visa Officer may request additional documents where necessary. If you are applying to one of our Visa Offices in Abuja, Beijing, Cairo, London, Moscow or New Delhi you are advised to also check their websites for details of any further documentation which may be required by those offices. Contact details can be found on www.dfa.ie under 'Services to the Public'

Please ensure you have all your supporting documentation ready for submission prior to completing your online application.

From November 27th 2008, a separate visa will be required by all dependents, even if theyare included on your passport. Therefore a visa application needs to be completed for each person wishing to travel to Ireland. A visa processing fee is payable for each application.

You are also required to submit a recent passport sized photograph with your application. This photograph needs to be:

- No more than 6 months old
- Minimum size 35mm x 45mm, maximum size 38mm x 50mm
- Printed on photographic paper
- Sharp and clear, and taken against a plain white or light grey background
- A frontal pose looking directly at the camera and showing full face. The face should take up 70-80% of the photograph. The expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes.
- Only head coverings worn for religious reasons are permitted. Hair bands are not allowed
- Sunglasses are not acceptable. If glasses are worn they should be of clear glass so that the eyes are visible

When you enter the Online Visa Application facility you will need to confirm that you have read all the necessary documentation, including our Terms and Conditions and Privacy Policy before you can proceed with your application.

This service is available only in English and all questions must be answered in English. Help tips are available for certain fields which explain what information is required.

This document is a comprehensive guide to completing your online application and is also available in Arabic, Chinese, French, Russian, Turkish and Urdu.

If you have read all of the required documentation, and have confirmed this by ticking the box provided, you are now ready to begin your application.

Please be aware that if you provide false, fraudulent or misleading information or documentation, your application will be refused, without any right to appeal. Any future applications made by you will also be refused.

Type of Visa

- The first question you will be asked is the type of visa you are applying for – Short Stay (C) or Long Stay (D).

A Short Stay (C) Visa is issued for a stay of 90 days or less for the purpose of Tourism, Visit family/friend, Business, Conference, Transit, and some visas which will come under the category of 'Other'. A Long Stay (D) Visa **will not** be issued for any of the above reasons, but may be given for the purpose of Employment, Study, or Joining Spouse/Partner/Parent, and certain other categories.

Single or Multiple Journey

The next question you will be asked is 'Journey Type' – whether this is Single or Multiple.

A Single Journey visa will allow you to seek entry to Ireland on one occasion only within the dates shown on the visa.

A Multiple Journey visa will allow you seek entry to Ireland on a number of occasions within the dates shown on the visa.

Note on Multiple Entry Visas

It is not our general practice to issue Multiple-Journey visas unless you have shown a compliant travel history to Ireland in the recent past.

For a Short Stay visa, if you have held 2 previous Irish visas and have observed the conditions of these visas (e.g. you did not overstay or work illegally) you may apply for a Multiple-Journey visa.

However, the purpose of these visas is to allow a person to travel to Ireland on a number of occasions during the dates shown on the visa, for short trips only. It is not permitted to use this category of visa to bypass immigration rules governing residency in the State – i.e. it is not possible to remain in Ireland for a period of 90 days and then seek to re-enter the country for further periods of up to 90 days. Any abuse of this may result in future applications being refused. The issuance of a Multiple Journey visa will be at the discretion of the Visa Officer.

If you are applying for a Long Stay (D) visa to work**, study or join family members you should apply for a Single Journey only. **If you are the holder of a Green Card, issued by the Department of Enterprise, Trade and Employment, or you are a nurse who holds a Work Permit, you can apply for a Multiple-Journey Visa.

Any person who is issued with a Long Stay (D) visa, whether Single or Multiple Journey, and intends to remain in Ireland for a period exceeding 90 days must register with the Garda National Immigration Bureau (GNIB) within 90 days of arrival in the State. (Please see www.garda.ie for further details). Once you have been issued with a Garda Registration Card you can apply for a Multiple-Journey Re-entry Visa, if necessary. For further information on this matter please see our Frequently Asked Questions (FAQs) and the link to Re-Entry Visas on www.inis.gov.ie

Continuing with your online application….

- You then need to select the Reason for Travel. The option you choose here will determine the questions you will be asked throughout the remainder of the process so it is important that you select the correct reason from the list provided.

Selecting the incorrect reason for travel may result in your application being returned to you and you may be asked to complete a new application.

NOTE: Please do not select the Family Reunification option unless your family member in Ireland has been granted Refugee Status and you have been granted permission to join them by the Family Reunification Unit in the Department of Justice. You must have a letter from this unit confirming this.

If you wish to join a family member who is not a Refugee, you should select the most appropriate option - e.g. Join Spouse (Non-EEA/Irish National). If you wish to visit a family member in Ireland, you should select the Visit Family/Friend option.

- If your reason for travel is not shown in this list you should select the option 'Other'.
- You should then briefly outline the exact reason in the next field 'Purpose of Travel'. This field may also be used to provide additional information for any option you choose.
- You should then select the Type of Passport you hold and Passport Number (Most people will hold a National Passport)
- Now enter the proposed dates on which you intend to enter and depart Ireland. If you are applying for a long-term visa, you may not have a departure date, so you may leave the 'To' field blank. All applicants for a short-term visa should enter their proposed date of departure from Ireland in this field.
- Click on the 'Save and Continue' button to take you to the next screen.
- If you have left any mandatory field blank, a message will appear in red at the top of the screen. You need to scroll down the screen to see what fields need completing
- Next you must enter your Surname, Forename, and any other name(s) (e.g. maiden name or name at birth).
- Your Date of Birth should be in the format ddmmyyyy – e.g. 07091982 – 7th September 1982
- Select your gender by ticking the appropriate box.
- Next, select your Country of Birth from the list provided.
- Do likewise for your Country of Nationality. NOTE: For Nationality you should select the country for which you hold a passport. Dual nationals should select the country stated on the passport on which you intend to travel.
- For current location you should select the country in which you are currently residing.
- A full address is required (a Post Office Box address is not sufficient). Only your current address is required here and you may use up to 4 lines to enter details
- Please also provide your telephone number at which the Visa Officer can contact you during daytime working hours, and your email address.
- Click on the 'Save and Continue' button. You will then be presented with your unique Transaction Number. Once you have this number you can save your application, exit this process at any stage, and return to complete your application within 30 days.

- You can retrieve your application at any time during these 30 days by using the 'Retrieve Application' option on the left of the screen. You will need to enter your Transaction Number, Passport number, Country of Nationality and your Date of Birth.

The remaining questions that you will be asked will depend on the purpose of your journey, but in general will relate to your past immigration history, your current occupation (if any), details of your host/family member in Ireland, your personal status and family details.

With many questions you will have the option of answering 'Yes' or 'No'. On selecting one of these options, further questions may be presented to you which will not be visible until you have ticked the relevant box. It is therefore important that you always select the correct answer; otherwise you may miss out on completing vital information that will delay the processing of your application, and could result in it being refused.

A number of fields are mandatory and you will not be able to continue with your application until you have entered information in these fields.

There now follows a detailed guide to completing the remainder of your Online Visa Application, covering the questions that relate to most categories of application –

Immigration History

- Select the number of years and months you have been residing in your current country of residence, and whether or not you have permission to return there after your stay in Ireland

- The next question asks if you have ever applied for an Irish Visa before, and if one has ever been issued to you

- If you have been issued with an Irish Visa, you need to give the location of the Irish Embassy/Consulate/Visa Office where you made your application, or provide the reference number that issued to you at that time

- You then need to state whether you have ever been refused an Irish Visa. If you have, you must give the location of the Irish Embassy/Consulate/Visa Office where you made your application, or provide the reference number that issued to you at that time

- The next question asks if you have ever been to Ireland before. If you have ever entered Ireland at any time in the past, either legally or illegally, you must answer 'Yes' to this question.

- If you answer 'Yes' to this question, further questions will appear. You will be asked the purpose of your previous trip, and to provide any reference numbers which may have issued to you during your stay – e.g. Department of Justice Reference Number, Garda National Immigration Bureau (GNIB) Number, or a Personal Public Service (PPS) Number. If your previous time in Ireland was for a short stay only, you most likely won't have received any of these numbers and you may leave these boxes blank

- The next question asks if you have family members living in Ireland – this includes extended family members such as aunts/uncles/cousins//grandchildren/grandparents/in-laws

- If you answer 'Yes' to this question, further questions will appear, seeking the name, date of birth, relationship to you, and the Department of Justice Reference Number, of one family member. You should give the details of your main family contact in Ireland. If you have more than one family member residing here, you should list them on a separate sheet and submit this with your supporting documentation

- The Department of Justice Reference Number begins with '69/' and is issued to all non-EEA/Swiss nationals residing in Ireland. It can be found on their Garda (GNIB) Registration Card

- You will then be asked if you have ever been refused permission to enter Ireland. Have you ever arrived at a Port of Entry to Ireland and been refused entry by an Immigration Officer, whether or not you were in possession of a visa?

- Have you ever been deported from Ireland, or received notification that you are subject to Deportation?

- Have you ever been refused a visa to a country, other than Ireland?

- Have you ever been refused entry to, deported from, or otherwise asked to leave a country other than Ireland?

- If you answer 'Yes' to any of these 4 questions, you must give details in the box provided, including the country concerned, dates and the reason.

- If you answer 'No' to any of these questions and it is subsequently discovered that you have not answered truthfully, your visa application will be refused

- The final question in this section asks if you have any criminal convictions. If you answer 'Yes', you must then answer further questions regarding the reason for your conviction, where and when this took place, and the length of your sentence

- Click on the Save and Continue button

- If you have left any mandatory field blank, a message will appear in red at the top of the screen. You need to scroll down the screen to see what fields need completing

Passport Details

- You need to state where your Passport or Travel Document was issued, and give the date of issue and date of expiry

- If this is not your first passport you must tick 'No' in answer to the next question. You will then be presented with further questions regarding previous passports – the same details as before are required – number, issuing authority and dates of issue and expiry

Employment/College Details

- This section relates to your current employment or study in your country of residence. The first question asks if you are currently employed – if you answer 'Yes' to this question you will be provided with further questions seeking details of your current employer, duration of employment, position held, work address and your employer's business telephone number an email address

- The next question asks if you are currently a student – if you answer 'Yes' you will be asked to provide the name, address, phone number and email address of your school or college

- Click on the Save and Continue button

- If you have left any mandatory field blank, a message will appear in red at the top of the screen. You need to scroll down the screen to see what fields need completing

Travelling With Others

- The next question asks if you will be travelling with any other person – business colleague, family member, or as part of a group.
- If you answer 'Yes' you will be asked to provide the name of the person(s) and state their relationship (if any) to you
- If you are part of a group, please give the name of the group leader
- Click on Save and Continue button

Contact/Host in Ireland

- If you have no personal contact or host in Ireland, you must give the name and address of the accommodation at which you will stay during your visit
- If you are travelling on business, or to a conference or event, you must give the business address of your Irish-based host/organiser and a daytime telephone number at which they can be contacted
- If you are coming to Ireland to work or study you should give the business address of your Irish-based employer/college, and a daytime telephone number at which they can be contacted
- If you are visiting/joining family or friends, you should give their home address and a daytime telephone number at which they can be contacted
- Please then indicate whether your host/contact is personally known to you
- If you answer 'Yes', please give their surname, forename, country of nationality, occupation, their relationship to you, and their Department of Justice Reference Number (if a non-EEA/Swiss national)
- If you answer 'No', please give the surname and forename of the person you have had contact with in the company/college/organisation
- Click Save and Continue button
- If you have left any mandatory field blank, a message will appear in red at the top of the screen. You need to scroll down the screen to see what fields need completing

Your Family

- Please select from the drop-down menu whether you are Single, Married, Widowed, Divorced, Separated, have an Unmarried Partner or are in a Civil Partnership
- If you have a spouse or partner, please give their surname, forename, any other name (e.g. maiden name or name at birth) and their date of birth
- their passport number, and indicate whether they will be travelling with you
- If they are travelling with you, have they got their own passport, or are they named on your passport? If they are travelling with you, a separate application must be completed and a separate fee is payable

- Select whether your spouse/partner is male or female, and select the country in which they currently reside

- Next, enter the number of dependent children you have and provide their surname, forename, date of birth, gender, and nationality.

- Please indicate whether the child is travelling on your passport or if they have their own. A separate application must be made for each child, even if they are included on your passport. A visa processing fee is payable for each application.

- If you have more than 6 dependent children, please provide additional details on a separate sheet and include with your supporting documentation

- Click Save and Continue button

For many categories of visa applications, you will now have reached your last question which asks if you have received assistance from an Agent/Agency in completing this online application.

For other categories of visa applications, such as Employment and Study, there are some more questions specific to these categories and they are outlined at the end of this document.

Assistance with this form

- If you received assistance from an agent/agency in completing your online application you must give the name of the agent, the name and address of the agency, and a daytime telephone number at which the agent can be contacted

Declaration

When you have completed all questions you will be presented with a Declaration which you must read. If you agree with the content of this Declaration you need to tick the box to confirm this.

You will then see a screen containing all of the information you have entered. You are advised to print this and check it for any errors.

If you need to make any changes at this stage you can do so by using the 'Back' button to navigate to the relevant question.

You then need to click on the Save and Continue button to navigate back to the final screen

When you are satisfied that all your details have been entered correctly, please click on the 'Submit' button.

Next, click on the 'View and Print Summary Sheet' button. This will contain brief details in relation to your application and the address of the relevant Irish Embassy, Consulate or Visa Office to which you now need to submit your application, relevant fee and your supporting documentation.

NOTE: The address shown on your summary sheet will be the main Irish Embassy/Consulate/Visa Office either in, or accredited to, your country of residence. There may be other offices which are closer to your location to which you may submit your documents. For a full list of all offices in your country please see www.dfa.ie

This Summary Sheet will also include the Declaration which you read earlier, which you must now sign.

Note: Only the person making the application can sign this Declaration. If the applicant is under the age of 16 years, the parent or guardian should sign on their behalf.

Please ensure that you print your name and your application transaction number on the back of your photograph. Please do not attach the photo to the form. It is important that your photograph meets the requirements listed on Page 1 of this document, as photographs not meeting these requirements cannot be accepted and will cause delays to the processing of your visa application.

Submission of Documents to Irish Embassy/Consulate/Visa Office

Once you have submitted your application online you should check the website address shown on your Summary Sheet for details on how to submit your supporting documentation, the fee payable and the method of payment accepted.

Your Summary Sheet, the relevant fee, a photograph which meets our requirements, and all the supporting documentation required for the category of visa for which you are applying, should be submitted to the relevant Irish Embassy/Consulate/Visa Office without delay.

If you are applying for an Employment or Study Visa please see below:

Employment Visa Application

If you are applying for a visa to work in Ireland, you must have the permission of the Department of Enterprise Trade and Employment by way of an Employment Permit – either a Work Permit or a Green Card.

If you have selected 'Employment' as your reason for travel to Ireland, having entered your family details, you will be presented with a further screen.

- You must now enter the reference number of your Work Permit/Green Card.

Note: If you are applying for a Van der Elst visa, you will not have an Employment Permit. Please enter N/A in the box provided for a reference number

- You then need to give the name and address of the company for which you will be working.
- Please provide a contact name, telephone number, and email address for someone within that company that the Visa Officer can contact during daytime working hours.
- Please now follow the instructions above for finalising and submitting your application and supporting documentation

Study Visa Application

If you wish to apply for a visa to study in Ireland you must first have been accepted on a course of study – please see our Student Visa Guidelines on www.inis.gov.ie and ensure you meet all our requirements prior to completing this online application

- You must confirm you have been accepted on a course of study, and give the name of the school/college, the course title and duration
- Confirm if you have paid your fees in full to the college
- State the number of hours of daytime tuition which you will attend each week
- You must then state if you have ever studied in Ireland before. If you answer 'Yes' you will need to provide details in the box provided – name of college, course undertaken, and commencement and completion dates

- The next question is 'Do you speak English'. If you answer 'Yes', you will be asked to provide details of any Internationally recognised English Language qualifications you hold – e.g. IELTS, TOEFL, Cambridge etc. Please see our Student Visa Guidelines for details of our English Language requirements.

- You then need to give details of your educational qualifications to date. This refers to both second and third level education, and you must enter the name of the school/college, the dates between which you attended, and the qualifications you obtained

- Any gaps between your last period of education and this application must be accounted for in the box provided

- If you have ever been employed, please provide details – name of employer, dates employed, and the position held by you

- You must then give details of what financial support you will have while in Ireland – do you have your own finances, will you be supported by a sponsor(s) (e.g. family member), are you being financed by your Government or is there some other form of financial support available to you?

- If you choose the option 'Sponsor', you must give the name of your main sponsor, their relationship to you, their address their daytime contact phone number at which the Visa Officer can contact them.

- If you have more than one sponsor, you must provide the same details as above on a separate sheet and submit with your supporting documentation

- If there are other funds which you wish to have considered, please enter details in the box provided.

- Please note that if you provide false, fraudulent or misleading information or documentation, your application will be refused, without any right to appeal. Any future applications made by you will also be refused.

- Please now follow the instructions above for finalising and submitting your application and supporting documentation