



Ireland Visa Application - Document Checklist



Visa Category:

Visa Reference:

List of requisite documents and all documents must be in English or Translated in English through official translation office. (Self-translation is not acceptable)	Tick when completed	Official use only
Original application form duly completed, dated, and signed. (Mandatory)		
For children under 18 years old, below documents must be provided: (Mandatory)		
1. A copy of the child's passport and Birth Certificate.		
2. A copy of both parent's/legal guardian's passports and other official identity document containing their signatures.		
3. A letter of signed consent from both 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.		
Passport(s) & Residence Permission. (Mandatory)		
1. Original passport (at least 6 months validity from the date you plan to leave Ireland and must contain 2 empty visa pages).		
2. Photocopy of your bio page, all visas & 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 (like Saudi ID, Family ID or Iqama). Should be valid for 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 that conforms to the requirements detailed here: http://www.inis.gov.ie/en/INIS/Pages/visa-application-photos		
Finances: Evidence of sufficient money to fund proposed trip <u>MUST</u> be submitted (Mandatory)		
1. Bank statements 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 statements of your sponsor for last six months where applicable.		



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For Tourism (Mandatory)		
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.		
3. Travel & medical insurance (you will not be allowed to enter Ireland without it)		
For Visiting family and/or friends: (Mandatory)		
1. Invitation letter from the host in Ireland along with proof of relation		
2. If visiting family: Copy of passport and IRP card from reference in Ireland.		
3. A cover letter outlining reason for your travel to Ireland.		
For Business/ Conference or Training for a Company: (Mandatory)		
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.		
For Study sponsored by Cultural Bureau: (Mandatory)		
1. Letter from cultural bureau		
2. Letter of acceptance from school/ college in Ireland.		
For Study not sponsored by Cultural Bureau: (Mandatory)		
1. Letter of acceptance from school/college in Ireland stating that full fees have been paid.		
2. Receipt of payment from the School/College.		
3. Copy of applicant's medical insurance.		



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4. Letter of support from your sponsor including evidence of familial link where required.		
5. Six month's bank statement records and evidence (6 months Bank Statement) of funds to finance first year of study.		
For attending an exam: (Mandatory)		
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.		
For Employment: (Mandatory)		
1. Original/Copy of valid work permit.		
2. Original/Copy of 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.		
For Joining family members in Ireland: (Mandatory)		
Refer to the link to provide detailed documentation necessary for this type of application. http://www.inis.gov.ie/en/INIS/Pages/Join Family		
Marriage contract and proof of relation		
Cover letter explaining the request		
For Volunteer/ Minister of religion (Mandatory)		

Refer to the link to provide detailed documentation necessary for this type of application. http://www.inis.gov.ie/en/INIS/Pages/volunteering-in-ireland		
1. A copy of your preclearance letter issued by the 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. Mandatory for Employment Visa		
5. Medical/travel insurance. Mandatory for all visa category		



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For Private Study: Please note that your family members are not allowed to join you for a long stay unless you are a PHD student, hence they can apply for a short stay tourist visa.

For a minor travelling with one parent: Consent of the other parent must be provided. Also a copy of the family certificate, the child's birth certificate, and the non-travelling parent's passport.

For all type of short stay (English course or visit) visa, an obligation to return home must be provided, such as:

- Letter from the university that you are going to resume study in your home/resident country.
- Employment letter indicating the date to resume work.
- Letter from parents that you need to come back home and reasons must be listed. In this case, you must provide a copy of the family certificate and a copy of the parent's passport.

I acknowledge and confirm that:

- I obey the conditions of the visa in full.
- I will not rely on public services (for example public hospitals) or become a burden on the State.
- I will leave Ireland before my immigration permission expires.
- I have provided all documents to support my application.
- An application without the mandatory set of documents according to the above mentioned checklist may result in a rejection of my visa application.
- Additional supporting documents may be requested from the competent authorities.
- I acknowledge that my passport will remain in the Ireland Visa Office for the duration of the visa process.
Normal processing time is 30 working days, it can be different as per category of visa application.
Long stay applications can take up to 24 weeks (120 working days).

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.

Applicant / Parent/ Guardian name

Signature

Date

Applicant info (additional):

Email:

Mobile:

VFS Officer Name:

Signature

Date