

VOLUNTEER VISA CHECKLIST

This document is one of the forms you need to submit with your application. If any of the required documents listed below are missing, your application may be returned. Gather your documents in order of the checklist and check each item.

You are requested to hand in the following documents:

Sr.	Required Documents	Yes	No
1.	Original Passport valid for at least 6 months after the intended date of departure from Ireland following visits. Passport must have sufficient space for a visa to be inserted; at least two empty pages are required. If your passport does not comply with the above, your application will be returned to you. A copy of all stamped or containing visas pages of your passport is required.		
2.	You should submit all previous passports. A copy of all stamped or containing visas pages of your passports is required If you have been refused a visa for any other country, details of this preferably the original letter issued to you by the authorities of that country, must be submitted. Concealment of other visa refusal will result in your Irish visa application Being refused. If you are not a national of the country from where you are applying, you must submit evidence of your permission to be in that country e.g. a residence card. You must also have at least 3 months permission to be in that countries after your Intended date of departure from Ireland.		
3.	Fully completed and signed online application form . If the applicant is a minor, signature(s) of the legal guardian(s) is required		
4	Two recent photographs (not older than 6 months) 35x45 in colour, preferably biometric type with white background. Please write your full name on the back of the photographs you submit along with your application.		
5.	A signed letter of application including your full contact details • Outlining your reason for wanting to come to Ireland, • Giving details of any members of your family who are currently in Ireland, or any other EU Member State, • Giving details of how long you intend to stay in Ireland, • Giving details of where you intend to stay while you are in Ireland, • Undertaking that you will observe the conditions of your visa, that you will not become a burden on the State, and that you will leave the State on the expiry of your permission to remain. • Reasons for obligations to return to your country (including any supporting documents you may wish to submit)		
6.	A letter of sponsorship from the sponsoring organization confirming that: • There is a genuine position available for you and the duration of that position, • The sponsoring organization • Stipulating the exact stipend the applicant will receive, general upkeep etc., • The volunteer role or position the person is filling is the sole purpose of their stay in Ireland. This letter must also state the nature and function of the organization whether by reference to its Articles of Association or otherwise and, where it is a registered charity, detail of such registration must be provided.		

7.	Detailed family registration certificate		
8.	Finances You must provide an up-to-date bank statement, showing what money has been paid into and out of the account over the last six months, and showing sufficient funds to cover your costs. Bank statements must be on headed paper - internet printouts will not be accepted. Your name, address, account number and account type must be visible on the statement. Any large lodgments must be explained. If you are sending a bank statement from a deposit/savings account, you must also include a letter from your bank confirming that you are allowed to withdraw money from that account.		
9.	Valid travel health insurance covering any costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death during your stay in Ireland. This insurance must be valid for the whole of this territory and the whole of the stay.		
10.	Visa fee and service fee		

Please arrange documents as per above given order and place this completed checklist on top in English.

All documents accompanying your application must be **originals**. You should keep copies of all the documents that you provide.

If you submit a document that is not in English, it must be accompanied by a full translation. Each translated document must contain:

- Confirmation from the translator that it is an accurate translation of the original document,
 - The date of the translation,
 - The translator's full name and signature, and
 - The translator's contact details.
-
- Please note that this is not an exhaustive list, and a Visa Officer may require further documentation if they deem it necessary, before they can make a decision on your application.

Return of original documents

If there are particular documents that you wish to have returned, please provide a list of these documents with the application to the VFS agent, and ensure they are placed in a separate folder. Please submit a photocopy of all the documents that you may need back at the time of collection.

Submission of documents

I confirm that I have submitted all the above documents to a VFS Ireland Visa Application Centre.

Applicant's name and signature

VFS staff name and signature

Or, alternatively,

I acknowledge, as cautioned today by VFS, that the failure to submit the required documents may lead to the refusal of my application but wish to submit my application for consideration in its current form.

Applicant's name and signature

VFS staff name and signature