



Ireland Visa Application Center in UAE

Document Checklist

Visa Category:

Visa Reference:

<u>List of requisite documents</u>	Tick when completed	Official use only
Original application form duly completed, dated and signed.		
<i>Note: For children under 18 years old, below documents must be provided:</i>		
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 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.		
1. Original passport (at least 6 months valid from the date of travel) and must contain 2 empty visa pages.		
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.		
2 recent passport photographs showing full face on a clear white background) Not older than 6 months that conforms to the requirements detailed here:		
http://www.inis.gov.ie/en/INIS/Pages/visa-application-photos		
Payment of the visa fee: https://www.dfa.ie/irish-embassy/uae/our-services/visas/visas-for-ireland/		
Evidence of Funds:		
1. Bank statements of the last six months.		
2. Salary Certificate or Employment Letter (dated within the 4 week period immediately prior to your application date).		



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Proof of travel – Tourism/ Visitor:		
If visiting family: Copy of passport and GNIB card from reference in Ireland.		
A covering letter outlining reason for your travel to Ireland.		
Business/ Conference or Training for a Company:		
1. Letter from applicant's company stating applicant is going to Ireland on business/ conference or training on behalf of the company.		
2. Invitation letter from company in Ireland.		
Study sponsored by Cultural Bureau:		
1. Letter from cultural bureau (if sponsored).		
2. Letter of acceptance from school/ college in Ireland.		
Study not sponsored by Cultural Bureau:		
1. Letter of acceptance from school/ college in Ireland stating that full fees have been paid.		
2. Copy of applicant's medical insurance.		
3. Six month's bank statements recording at least 7,000 Euro for one year of study		
If attending an exam:		
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.		
Employment:		
1. Valid work permit.		
2. Photocopy of the valid work permit.		
3. Contract of your intended employment in Ireland.		
4. Photocopy of contract of your intended employment in Ireland.		
5. 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.		



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I have been informed and acknowledge that:

- ☐ I will not have my passport in my custody during the process of my visa application.
- ☐ I have provided all documents to support my application and 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 document may be requested from the competent authorities.
- ☐ I have provided all documents to support of my application.

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

VFS Officer name

Signature

Date