

IRISH VISA CHECKLIST - BUSINESS/CONFERENCE/EVENT/TRAINING

FOR BUSINESS: <https://www.irishimmigration.ie/coming-to-work-in-ireland/what-are-my-options-for-working-in-ireland/coming-to-work-for-less-than-90-days/short-stay-business-visa/>

FOR CONFERENCE/EVENT: <https://www.irishimmigration.ie/coming-to-work-in-ireland/what-are-my-options-for-working-in-ireland/coming-to-work-for-less-than-90-days/conference-event-visa/>

FOR TRAINING: <https://www.irishimmigration.ie/coming-to-work-in-ireland/what-are-my-options-for-working-in-ireland/coming-to-work-for-less-than-90-days/training-visa/>

FOR ALL SHORT STAY 'C' VISAS:

All applicants for a short stay 'C' visa must show that they have strong family, social or economic ties to their country of residence to assure the visa officer that the projected stay in Ireland will be temporary, and in accordance with the duration and conditions of the permission granted by the immigration authorities on arrival in Ireland. **The maximum stay allowed under a short stay 'C' visa is 90 days.**

Your application may take longer if you have not submitted all necessary supporting documentation. **The burden of proof in all cases is on you to satisfy the visa officer.** The visa officer considers each application on its merits and may request additional documentation. **There is no right to a visa nor is there one set of documents or circumstances of application that will guarantee an approval.**

FOR BUSINESS VISAS:

Your work must start and end within a single 14-day period (e.g. 7-day work period with a 10-day break to work for another 7 days is NOT PERMITTED). You cannot work more than once during the 90-day period (e.g. working for 14 days with a 1 month break in between another 14 days is NOT PERMITTED). In both circumstances you must apply for permission to work through the Atypical Working Scheme.

- Applicants are advised **not to purchase travel tickets until a decision has been issued.** Temporary bookings may be made online in lieu, as needed.
- Processing time is a **MINIMUM PERIOD OF 6 - 8 WEEKS.**
- Only documents in English will be considered - those not in English should include an official translation into English.
- Visa fees are non-refundable.
- **Documents must be original (except where stated).** In cases where applicable documents are unavailable, you may submit a letter of explanation in lieu of the lacking document. Screenshots/pictures of documents will not be accepted.

ARRANGE YOUR DOCUMENTS IN THE ORDER OF THE CHECKLIST. TICK LEFTHAND-SIDE YELLOW BOXES IF LISTED DOCUMENT IS PROVIDED. DO NOT TICK RIGHTHAND BOXES.

	<u>SIGNED</u> and <u>DATED</u> print out of visa application summary sheet from www.visas.inis.gov.ie . <i>Forms must be printed in portrait orientation.</i>	
	2 pcs. identical, smooth texture, color, passport-size photographs (<u>45-50mm HEIGHT</u> and <u>35-38mm WIDTH</u>), <u>taken within recent 3 months</u> , with <u>white</u> background. <i>Please refrain from wearing glasses, jewelry, heavy makeup, and/or head coverings in photos. Hair must be neat, and kept away from face (e.g. no bangs covering forehead). Photos must have no background shadows/glare, or "red eye". Applicants should have a neutral expression (close-mouthed) and must look front and center at the camera.</i>	
	ORIGINAL PASSPORT - <u>SIGNED</u> . Complete clear copy of front/bio page, and all stamped pages showing travel history. Pictures/screenshots will not be accepted. <i>***Note: Non-Filipino passport holders must show evidence of long stay permission for the Philippines, i.e. visa & ACR with permission to stay for at least 3 months upon return from Ireland. ***Note: Government officials (using official passports) must have DFA endorsement/TPN.</i>	
	ORIGINAL PREVIOUS PASSPORT/S. Complete clear copy of front/bio page, and all stamped pages showing travel history. Pictures/screenshots will not be accepted. <i>***Note: Lost passports must be declared with an affidavit of loss.</i>	
	ORIGINAL BIRTH <u>AND</u> MARRIAGE CERTIFICATE (IF APPLICABLE). You should provide: your family status (married, co-habiting, separated, divorced, widowed), and declare any and all dependents (spouse, minor children, elderly parents). If you have family and they are not coming to Ireland with you, their ORIGINAL BIRTH CERTIFICATES <u>AND/OR</u> MARRIAGE CERTIFICATE should be submitted. <i>***Note: Birth, marriage, and death certificates registered in the Philippines must be issued by either PSA or NSO.</i>	
	APPLICATION LETTER - A <u>SIGNED</u> and <u>DATED</u> undertaking stating your full name, contact details, address, the purpose of your visit to Ireland. If applicable, list the names, address, relation to, and passport front pages of family members residing in Ireland/EU member state. <u>UNDERTAKING:</u> Please state 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 before the expiration of your permission to remain.	
	ORIGINAL IRISH VISA REFUSAL LETTER - <u>IF ISSUED WITH A PREVIOUS REFUSAL.</u> We must refuse your application for an Irish visa if you do not include information about past visa refusals, Irish or otherwise. The original letter issued to you by the authorities of that country must be provided with your application. Not disclosing any previous visa refusals will result in your application being refused. In addition if you have: been deported from any country, been refused entry to any country, been otherwise required to leave any country (including overstaying in any country). Please provide original documentation issued by the authorities of that country with your application and a full explanation for consideration.	
	TRAVEL PLAN – WHERE APPLICABLE. Cruise or land tour bookings showing name, travel dates, itinerary, whether deposits have been paid <u>AND/OR</u> a <u>SIGNED</u> and <u>DATED</u> letter that describes your travel plan if you intend to: travel to Ireland directly from a country that is not your home country, or travel from Ireland directly to a different country. The letter should state if you need visas for those countries (or not). If relevant, apply for those countries' visas before you apply for an Irish visa. Your application for an Irish visa may be refused if your passport does not contain the expected visas. If you do not get the expected visas before you apply for an Irish visa, please explain why in your letter.	

FLIGHT BOOKINGS AND ACCOMMODATION PLAN. Printed reservation confirmations (emails or letters) of your accommodation e.g. Hotels, guesthouses, hostels, B&Bs, AirBnBs, campsites. Reservation confirmations must show the dates you intend to stay at each place. If you are staying with a host in their home, a **SIGNED** and **DATED** invitation letter from them must include: the host's full name, their full address, confirmation that you have been invited, dates you will stay with the host, if they will pay for 'all', 'some' or 'none' of the costs of your visit (if 'all' or 'some', the letter must include an estimate of everything they will pay for), copy of their passport, and proof of host's address, within the last 6 months e.g. electricity, gas, telephone, TV utility bill.

TRAVEL INSURANCE. Minimum coverage of €30,000; ensure it covers Ireland for the duration of your stay.

****NOTE: All documents submitted from a business, company or other organisation must be on official headed paper so they can be verified, and show the organisation's: full name, full postal address, telephone number (fixed line – not mobile/cell phone), website address, email address (yahoo and hotmail email addresses not accepted), contact person's name and title/position, written signature of authorised representative.****

EVIDENCE OF FUNDS - APPLICABLE TO NO SPONSORING COMPANY. Bank certificate (name, address, account number, account type, date opened, ADB, available funds, and confirmation you may withdraw from a savings/deposit account - where applicable) AND recent 6 months bank statements or passbook. Irregular lump sum deposits must be explained in a **SIGNED** and **DATED** letter of explanation. You may use a printed internet statement but it must be officially certified by your bank. We will not accept uncertified internet statements. Credit cards are not accepted as evidence of finances. If expenses are not shouldered by company, an explanation why it is not shouldered by the company. If someone else (a third party) is helping to pay for your visit, you must include the third party's: full name and address, telephone number, email address (if available), website (if appropriate), proof of the relationship between you and the third party, for example copies of letters, emails, photographs together.

EVIDENCE OF BUSINESS - WHERE APPLICABLE. You should provide: a description of your business and the products or services you provide e.g. copy of Business Registration, Mayor's Permit, SEC; most recent financial accounts, recent tax return e.g. ITR, the date you will return to your business at home.

CERTIFICATE OF EMPLOYMENT - WHERE APPLICABLE. You should provide: certificate of employment from your employer confirming how long they have employed you, a description of your business meeting/conference and why you are attending, the dates you will be at the business meeting/conference, the date you will be returning to work, if your employer will pay for 'all', 'some' or 'none' of the costs of your visit (if 'all' or 'some', the letter must include an estimate of everything your employer will pay for), 3 months recent payslips, ITR/tax document. *****Note: For Conference, relevance of conference to your profession or studies must be explained if the letter of invitation from conference host/organizers does not.**

CERTIFICATE OF ENROLLMENT - WHERE APPLICABLE. If you are a student at home, you should provide a letter from your school or college that states: the course you are studying, how many years you have been a student there, how many years or semesters you have left there, that your school or college expects you return to your studies after your visit to Ireland.

FOR BUSINESS: The **SIGNED** and **DATED** invitation letter from host company in Ireland should include: the reason they are inviting you to Ireland, the dates you will work/meet with them, if your host will pay for 'all', 'some' or 'none' of the costs of your visit (if 'all' or 'some', the letter should include an estimate of everything your host will pay for). If you have been invited by more than one host please obtain a separate letter of invitation from each host.

FOR EVENT/CONFERENCE: The **SIGNED** and **DATED** invitation letter from host organization in Ireland should include: a description of the conference and who has organised it, confirmation that you are officially registered to attend, confirmation that your registration fees have been fully paid (if relevant), if the organiser will pay for 'all', 'some' or 'none' of the costs of your visit (if 'all' or 'some', the letter should include an estimate of everything the conference organiser will pay for). If you wish to attend more than one conference or event in Ireland, please obtain a separate letter from each conference organiser.

FOR TRAINING: The **SIGNED** and **DATED** invitation letter from the training company should include: a description of the course you are attending, what the training course is about, for example subject, activities, the dates the training course will start and end, that you are listed as an attendee, and a statement of who will pay the full cost of the training course, as well as your travel, accommodation and living expenses.

I, the applicant, confirm that this checklist has been completed and all relevant documents have been submitted. I understand that a decision will be made based on these documents. I confirm that I have ordered the documents in my application according to the list below.

*****Please note: This checklist is intended as a guide only. It is not exhaustive and additional documents may be required. Failure to confirm documents in correct order will result in delays in processing your application.*****

APPLICANT'S SIGNATURE:

*******FOR VFS COUNTER STAFF*****
DO NOT WRITE ANYTHING BEYOND THIS POINT.**

REMARKS: