

IRISH VISA CHECKLIST - EMPLOYMENT

LINK: <https://www.irishimmigration.ie/coming-to-work-in-ireland/what-are-my-work-visa-options/applying-for-a-long-stay-employment-visa/employment-visa/>

- Applicants are advised **not to purchase travel tickets until a decision has been issued.** Temporary bookings may be made online, if requested.
- Processing time is a **MINIMUM PERIOD OF 6 - 8 WEEKS.**
- Your application may take longer if you have not submitted all necessary supporting documentation. **It is the applicant's responsibility to satisfy the visa officer that a visa should be granted for the purpose sought.** The visa officer considers each application on its merits and may request additional information or documentation.
- 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, please 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.</i>	
	ORIGINAL PREVIOUS PASSPORT. 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). <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. <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 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.	
	FOR APPLICANTS WITH LINKED DEPENDENTS/JOIN FAMILY APPLICATIONS: Proof of accommodations for dependents, e.g. hotel booking, <u>SIGNED</u> and <u>DATED</u> invitation letter from host in Ireland with accompanying passport front page copy and utility bill, or letter from employer indicating specific address where dependents are to be accommodated.	
	WORK PERMIT - Critical Skills, General, Atypical, IntraCompany Transfer, Hosting agreement etc.	
<i>***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. **</i>		
	LETTER FROM EMPLOYER** - The letter should confirm details and salary of offered employment, accommodation if provided, and/or confirmation of transfer arrangements and terms. FOR NURSES: this must include adaption period, or aptitude test schedule.	
	EMPLOYMENT CONTRACT** - Contracts should be issued and signed by both parties at most 3 months before visa application. Contracts issued a year from date of visa application will not be accepted. FOR NURSES - evidence of NMIB registration must be submitted.	
	ORIGINAL DIPLOMA. <i>***Note: Where originals are unavailable, copies must be certified by school registrar.</i>	
	ORIGINAL TRANSCRIPT OF RECORDS. <i>***Note: Where originals are unavailable, copies must be certified by school registrar.</i>	

	Previous certificates of employment AND/OR training certificates from within previous five years. <i>Pictures/screenshots will not be accepted.</i>	
	Professional Regulatory Commission License (where applicable). FOR SEAFARERS: Complete, clear copy of current and previous seafarer's book/s bio page and all stamped pages.	
	FOR APPLICANTS WITH LINKED DEPENDENTS/JOIN FAMILY APPLICATIONS: RECENT SIX MONTHS BANK STATEMENTS & RECENT TAX DOCUMENT. Bank statements must be on headed paper – internet printouts will not be accepted. Name, address, account number and account type must be visible on the statement. Any large lodgements must be explained. If you are sending a bank statement from a deposit or savings account, a letter from the bank confirming that you are allowed to withdraw money from that account. Credit card statements are not accepted as evidence of finances.	
	3 MOS. RECENT PAYSLIPS.	
<p>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.</p> <p><i>***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.***</i></p> <p>APPLICANT'S SIGNATURE:</p>		
<p>*****FOR VFS COUNTER STAFF*****</p> <p>DO NOT WRITE ANYTHING BEYOND THIS POINT.</p>		
REMARKS:		