

Ireland Visa Application Centre, Belgrade

Document Checklist C VISA

Visa Category: _____

Visa Reference Number: IRL_____

<ul style="list-style-type: none"> ▪ Applicants are advised to refer to the Immigration Service Delivery website where they will find a detailed document guide for each visa category: <u>Home - Immigration Service Delivery (irishimmigration.ie)</u> ▪ The onus rests on the applicant to ensure they have submitted the required documents for the visa category they have applied for. ▪ All documents must be in English, or be accompanied by an official translation. 	Tick when completed YES NO		Official use only YES NO	
Original application form duly completed, dated and signed: Longer version is REQUIERD (Mandatory) https://www.visas.inis.gov.ie/avats/OnlineHome.aspx				
Passport(s) & Residency Permission: (Mandatory)	YES	NO	YES	NO
Original passport which must contain 2 empty visa pages with validity as outlined below: C category visas - must be valid for at least 6 months from the date you plan to leave Ireland.				
Copy of your bio page, all visa and immigration stamps on all pages.				
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, if applicable. Must be valid for a minimum of 3 months from the date of return from Ireland.				
Recent passport (2 PHOTOS) photographs showing full face on a clear white background not older than 3 months which conforms to the requirements detailed here: <u>Photograph rules for visa applications - Immigration Service Delivery (irishimmigration.ie)</u>				
For children under 18 years old, the following documents must be provided: (Mandatory)	YES	NO	YES	NO
A original and a copy of the child's passport and Birth Certificate.				
A copy of both parents/legal guardians' passports and other official identity documents containing their signatures.				
A letter of notarized consent from parents/legal guardians allowing the child to travel to Ireland if travelling unaccompanied, if applicable.				
A letter of notarized consent from the other parent/legal guardian allowing the child to travel to Ireland , where only one parent/legal guardian is going, if applicable.				
For children of deceased parent(s) or parents who have sole guardianship, they need to submit either the death cert or the original Court Order that granted sole custody to the parent concerned				

A letter from school/faculty must be on official headed paper from the current school year and show the schools: -full name, full postal address, telephone number, contact person's name, written signature of an authorized representative (an electronic signature is not accepted), confirmation that a child can be absent during school days.				
For full details on the requirements for minors travelling, please see: Additional visa requirements when travelling with children under 18 - Immigration Service Delivery (irishimmigration.ie)				
Finances: (Mandatory) Evidence of sufficient funds for proposed trip must be submitted.	YES	NO	YES	NO
Bank statement(s) for the last six months. In case large deposits are present, an explanatory note should be included				
Employment letter and Salary Certificate (dated within the 4 week period immediately prior to your application date). You must provide your 3 most recent pay slips and a letter from your employer, including: How long have you been employed there The dates you will be absent from your employment The date you will be returning to work in that employment				
Bank statement(s) from your sponsor for the last six months, if applicable + 3 most recent pay slips and letter from employer				
If the applicant has its own firm, then APR registration printout https://apr.gov.rs/ , and proof of paid taxes from the Ministry.				
For foreigners: Full work contract and rent agreement				
Tourism:	YES	NO	YES	NO
Detailed application letter and travel itinerary. In the application letter, confirmation of the following points should be included <ul style="list-style-type: none"> Obey the conditions of your visa in full Not rely on public services (for example public hospitals) or become a burden on the State Leave Ireland before your immigration permission expires 				
Accommodation booking reservation(s) for the duration of stay.				
Note: Travel & medical insurance is only required if you are granted a visa but may be requested prior to travel				
Please see the following link for a full document guide for a tourist visa: How to apply for a short stay 'C' visit (tourist) visa - Immigration Service Delivery (irishimmigration.ie)				
Visiting Family and/or Friends:	YES	NO	YES	NO
Detailed application letter. In the application letter, confirmation of the following points should be included <ul style="list-style-type: none"> Obey the conditions of your visa in full 				

<ul style="list-style-type: none"> Not rely on public services (for example, public hospitals) or become a burden on the State Leave Ireland before your immigration permission expires 				
Invitation letter from the reference/host in Ireland.				
Copy of passport and/or IRP card (front and back) from reference in Ireland and evidence of link to reference.				
Bank statement from the inviting person + 3 most recent pay slips and letter from employer				
A tenancy agreement and or utility bill from the inviting person.				
Please see the following link for a full document guide for a visit family/friend visa: Visit family/friend visa - Immigration Service Delivery (irishimmigration.ie)				
Business, Conference or Company Training:	YES	NO	YES	NO
Letter from applicant's employer stating applicant is travelling to Ireland on business / conference / training on behalf of the company and who will finance the trip.				
Invitation letter from the host company in Ireland.				
Bank statement(s) for the last six months. In case large deposits are present, an explanatory note should be included				
Please see the following link for business visa options and a full document guide: Visa options for working in Ireland for less than 90 days - Immigration Service Delivery (irishimmigration.ie)				
Attending an Exam: C visa	YES	NO	YES	NO
Letter from exam authority confirming the applicant is due to sit an exam, the details and dates of the exam and confirmation that full fees have been paid.				
Please see the following link for a full document guide for an exam visa: Exam visa - Immigration Service Delivery (irishimmigration.ie)				
Family member of EU/EEA/Swiss cit.: (Mandatory)	YES	NO	YES	NO
Proof of family connection.				
Proof they are traveling together.				
Proof of residence.				
<p>I confirm that I wish to have my visa application considered under the Directive 2004/38/EC (Free Movement Directive) on the basis that I am a family member of an EU* citizen exercising or planning to exercise free movement rights. *Does not apply to Irish Citizens</p> <p>Full information available at: https://www.irishimmigration.ie/coming-to-join-family-in-ireland/joining-an-eea-or-swiss-national/#visa-type</p>				

Family member of EU/EEA/Swiss cit.: (Mandatory)	YES	NO	YES	NO
I confirm that I am aware that an EUTR visa can only be issued as a C type (short stay) single entry only				

I acknowledge that:

- I have provided all documents to support my application.
- The onus lies with me to provide all required documentation.
- The decision on my visa will be made by the Visa Office, Immigration Service Delivery, Dublin.
- An application without the complete set of documents may result in a rejection of my visa application.
- Additional supporting documents may be requested by the Visa Office.
- My passport will remain in the Embassy of Ireland for the duration of the visa process.
- I am aware I can apply for a short stay C visa up to a maximum of 3 months prior to my travel date to Ireland.
- I am aware of the current visa processing times and my travel plans have been made accordingly. Current processing times can be found here: [Visa Decisions - Immigration Service Delivery \(irishimmigration.ie\)](http://www.irishimmigration.ie)

Please be advised that due to the above linked processing times, we are not able to guarantee the return of passports by specific dates for travel.

- **If applicant is under 18, this checklist and visa application form must be signed by a parent or guardian.**
- **In the case of a visa refusal, visa fees and VFS service fees are non-refundable.**

Applicant / Parent/ Guardian Name	Signature	Date
	(Email)	(Contact Number)
VFS Officer Name	Signature	Date

Official use only:

- *All prior visa refusals for Ireland and other countries need to be disclose and evidence of refusal provided. None disclosure could lead to refusal of application.*
- *All bank statements and pension slips provided by the applicants are required to be attached to English translations*
- *Evidence of relationship between reference and applicant need to show lineage and relationship between the two*
- *The main source of supporting documents is the Immigration Service Delivery website.*