



CONFERENCE/EVENT VISA

Your visa application must be completed online beforehand at the following link:

www.irishimmigration.ie

Once an application has been made online, the summary sheet should be printed and presented, along with the required documentation to the appropriate Embassy.

PLEASE NOTE THAT ALL DOCUMENTS LISTED BELOW MUST BE INCLUDED WITH THE APPLICATION. INCOMPLETE APPLICATIONS MAY LEAD TO A VISA REFUSAL

All documents listed must be ORIGINAL (no fax or scanned accepted) along with one set of copies.

All documents must be in ENGLISH or accompanied by a certified translation.

	Required documents	For office use:
1.	Application form completed in full, signed and dated by you, the applicant;	
2.	Your original (and full copy of) current passport and a full copy of any previous passports. Your current passport must be valid for at least 6 months after your intended date of departure from Ireland;.	
3.	Two colour passport sized photographs not more than 6 months old;	
4.	Original or a certified copy of your Permesso di Soggiorno (Permit of Stay) valid for at least 3 months after your intended date of departure from Ireland;	
5.	<u>VISA FEE</u> (to be paid by bank transfer only) 60.00€ single entry visa or 100.00€ multiple entry visa (check multi visa policy on our website) <u>Note:</u> For applications sent by Post/Courier, please include a fee of 23.00€ (to be paid by bank transfer only) and confirmation of the full postal address for return of your passport and documents.	
6.	A signed letter of application including your full contact details: <ul style="list-style-type: none">• outlining your reason for wanting to visit Ireland;• stating how long you intend to stay;• giving details on 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. The 'Visa declaration' in attachment can be used for this purpose.	



7.	<p>Letter from conference/event organiser: The letter must include:</p> <ul style="list-style-type: none">• 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)• A statement by the conference organiser about what they will contribute to the cost of your visit (if anything):<ul style="list-style-type: none">✓ The statement must indicate if the organiser 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 the conference organiser will pay for, eg airline tickets, accommodation, living expenses, etc <p>If you wish to attend more than one conference or event in Ireland, you must obtain a separate letter from each conference organiser.</p>	
8. (a)	<p>Accommodation: In your application letter, type or write a description of everywhere you will stay in Ireland (e.g. hotel, hostel, B&B, etc), including the dates you will stay at each place. Include printed reservation confirmations (emails or letters) of your accommodation.</p>	
(b)	<p>If you are staying with a host in their home: For each host you stay with, ask them to send you a letter including:</p> <ul style="list-style-type: none">• The host's full name• The host's home address in Ireland• Confirmation by the host that you have been invited to stay• The dates you will stay with the host. A statement by your host about what they will contribute to the cost of your visit (if any). You must also ask your host to include proof that they live at their address. To do so, ask them to send you an original utility bill (on headed paper) from within the last 6 months and include it with your application, for example: electricity, gas, water, fixed line telephone, TV or broadband <p>A print out of a bill from the internet can only be accepted where it is high quality colour; clearly shows the address of the person and the contact details of the utility.</p>	
9. (a)	<p>Evidence of Funds:</p> <p>Include an up-to-date bank statement with your documents. The bank statement must:</p> <ul style="list-style-type: none">• Be original and on headed bank paper• Show your name and address• Show the bank account number and account type, e.g. checking/current account, savings/deposit account• Show money paid in and out of the account over the last 6 months	
(b)	<p>If your conference organiser or accommodation host is helping to pay for your visit: Include the letter from your conference organiser or host that lists everything they will pay for, e.g. cost of airline tickets.</p>	
(c)	<p>If someone else (a third party) is helping to pay for your visit: Type or write a description that explains how and why your travel is being paid for by a third party. You must also include the third party's:</p> <ul style="list-style-type: none">• Full name and address• Telephone number• Email address (if available)	



	<ul style="list-style-type: none"> Website (if appropriate) <p>You must also include:</p> <ul style="list-style-type: none"> Proof of the relationship between you and the third party, e.g. copies of letters, emails, photographs together, etc. Your own personal bank statement 	
10.	<p>Details of any previous applications you have made for Irish visas, including refused applications.</p> <p>If you have been refused a visa for any other country, details of this refusal should be provided.</p>	
11.	<p>Evidence of health insurance cover will help us decide your application. If we grant you a visit you should show proof of medical/travel insurance when you arrive at the port of entry</p>	
12. (a)	<p>Proof you will return home: You must include proof that you will leave Ireland when your visit ends. To do so, you must show that you have a strong obligation to return home (i.e. to your country of residence) for economic, social or family reasons.</p> <p>Work: If you are employed in a job at home, you must show that you have an obligation to return to your employer. To do so, you should provide:</p> <ul style="list-style-type: none"> Your 3 most recent original payslips A letter from your employer that includes: <ul style="list-style-type: none"> ✓ How long they have employed you ✓ A description of the conference and why you are attending ✓ The dates you will be at the conference ✓ The dates you will be returning at work <p>If you are self-employed at home, you must show that you have an obligation to continue it.</p>	
(b)	<p>Education or study: you should provide a letter from your school or college that states:</p> <ul style="list-style-type: none"> The course you are studying How many years you have been a student there How many years/semesters you have left there A description of the conference, how it relates to your studies and why you are attending That your school/college expects you return to your studies after your visit to Ireland The date you will be returning to study A statement about what your school/college will contribute to the cost of your visit (if relevant): <ul style="list-style-type: none"> ✓ The statement must indicate if your school or college 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 school or college will pay for, e.g. airline tickets, accommodation, living expenses, etc. <p>The letter should also state that your school/college expects you return to your studies after your visit to Ireland</p>	
(c)	<p>Family: If you have a family at home, you must prove that you will return to them. To do so, type or write a description of your family including:</p> <ul style="list-style-type: none"> Your family status, e.g. married, co-habiting, separated, divorced, bereaved... Any children or dependents, e.g. elderly parents <p>If you are married and your spouse is not coming to Ireland with you, you should include your original Marriage Certificate with your application.</p> <p>If you have children aged under 18 and they are not coming to Ireland with you, you should include their original Birth Certificates with your application</p>	



(d)	Property: If you own or rent property in your country of residence, type or write a description of it and include it with your application. You should also include other documents as proof, e.g. your original tenancy/rental agreement or property title deed	
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The Visa Officer reserves the right to request additional documentation, if required, in support of your application. The provision of all of the documentation listed in no way guarantees that a visa will be granted.

Note: The duration of stay is determined by an Immigration Officer at the Port of Entry, but will never exceed a maximum of 90 days. It is not possible to extend your stay beyond 90 days.

You must leave the State on or before the date which has been stamped on your passport by the Immigration Officer. (The dates on your visa refer to the dates during which you can seek to enter the State).

Note – Information for Conference Organisers

If your target group includes visa required nationals we advise you to notify the Dublin Visa Office, Irish Naturalisation and Immigration Service, Department of Justice and Equality, 13-14 Burgh Quay, Dublin 2 at least three months in advance of your conference start date in order allow sufficient time for the consideration of visa applications and the issuing of decisions.

You should notify the Dublin Visa Office by e-mail at visamail@justice.ie , giving full details of the conference and where possible, a list of the delegates that wish to attend. Further information is available at the following link:

<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/>