



VISIT ACADEMIC

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.

**Documentation required when applying for a VISA to VISIT Ireland
(Holiday, visit family/friends, etc.)**

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 legible 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; Tessera Sanitaria, original or certified copy	
5.	Original (or certified copy) and a copy of Tessera Sanitaria or medical insurance.	
6.	<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.	
7.	A signed letter of application including your full contact details: <ul style="list-style-type: none">• outlining your reason for wanting to visit Ireland;	



	<ul style="list-style-type: none">• 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. <p>The 'Visa declaration' in attachment can be used for this purpose.</p>	
8. (a)	<p>If you are in employment or studying: An original up to date signed letter from your place of employment or home college or university, on headed paper with full contact details – specifying your position in that college and stating that you will be paid by your home college or university while within the State, giving details of your employment or course and confirming that you will be returning there following your visit to Ireland.</p> <p>Note: The letter should be dated within the 4-week period immediately prior to your date of application.</p>	
8. (b)	<p>If you are self-employed: you must provide documentary evidence of your business/company in the form of:</p> <ul style="list-style-type: none">• An original, signed and dated letter on headed paper from your solicitor/accountant/tax consultant <i>and/or</i>• The original letter of incorporation <i>and/or</i>• Up to date bank statements (from the past six months) from your business bank account <i>and/or</i>• Latest income tax return;• Most recent utility bills for your business premises.	
9.	Letter from an Irish college or university confirming you will be working within that college, this must also state the length of this arrangement (up to 12 months)	
10. (a)	<p>Accommodation: If staying with a friend/ relative in Ireland, an original up to date, signed letter of invitation from your reference in Ireland, including the address at which you will be staying, confirming that accommodation will be provided for the duration of your stay.</p> <p>Note: The letter should be dated within the 4 week period immediately prior to your date of application.</p>	
(b)	A copy of your reference's passport and, if a non EEA national, a copy of their current Irish permit (Irish Residence Permit (IRP) or GNIB card and Immigration stamps).	
(c)	Details of how you are known or related (e.g. birth certificates) to your reference and supporting evidence of this.	
(d)	<p>For each friend or family member you stay with, you must 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:</p> <ul style="list-style-type: none">•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>	



11.	Accommodation: If you are staying in a hotel, guesthouse or B&B accommodation, confirmation of the reservation, including details of the accommodation (address), your name and the exact dates of your stay.	
12. (a)	Evidence of Funds: Evidence of how you intend to finance your trip and support yourself for the duration of your visit in the form of up to date <u>bank statements for the 6 month</u> period immediately prior to your visit and <u>3 month payslip</u> Bank Statements should include the most recent transactions for the account up to the date of your application and: (i) must be original; (ii) must show your current address and; (iii) must show a positive credit balance. Lump sum lodgements made shortly before your application will not be considered.	
(b)	In the event that you are being supported by a spouse, partner or member of your family, they should provide: (i) evidence of funds in the form of bank statements as outlined in 10 (a) above; (ii) an original, signed and dated letter stating that they are undertaking to support you during your trip to Ireland; (iii) evidence of their relationship to you.	
13.	Details of any previous applications you have made for Irish visas, including refused applications. If you have been refused a visa for any other country, details of this refusal should be provided.	

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: Visit/Holiday visas are granted ONLY for short term stays. 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).