Ambasáid na hÉireann | An Iodáil
Embassy Of Ireland | Italy
Ambasciata D'irlanda | Italia

Via Giacomo Medici,1
00153 – Rome
Italy

EXAM 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).

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.	**VISA FEE** (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) **Note:** 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: • 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.	**Proof of exam & registration:** Include a description of the exam –	

Telephone: +39 06 5852381 Telefax: +39 06 58340226 Email: rome.visa@dfa.ie

	• Why the exam is necessary for your current employment or course of studies; • Why you need to sit the exam in Ireland. You must also include proof that you have registered and paid for your exam. To do so, include the original documents from the institution that is organising your exam.	
8. (a)	**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, from: • Hotels, guesthouses, hostels, B&Bs, AirBnBs, campsites, etc. • Shared or free accommodation, e.g. couchsurfing • Any other type of accommodation Reservation confirmations must show the dates you intend to stay at each place	
(b)	**If you are staying with a host in their home**: For each host you stay with, ask them to send you a letter including: • 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. 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.	
9. (a)	**Evidence of Funds:** **If you are paying for your own visit** Include an up-to-date bank statement with your documents. The bank statement must: • 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)	**If your accommodation host is helping to pay for your visit:** Include the letter from your host that lists everything they will pay for, e.g. cost of airline tickets (as above).	
(c)	**If someone else (a third party) is helping to pay for your visit:** Include a description that explains how and why your visit is being paid for by a third party. You must also include the third party's: • Full name and address • Telephone number • Email address (if available) • Website (if appropriate)	

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	You must also include: • 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.	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.	
11.	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	
12.	**Evidence of your obligations to return to your country of permanent residence:** 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. Suggestions on how to show evidence of your obligations to return: • A letter from your employer, your 3 most recent payslips • Proof of ongoing education and study • Details of any family members living in your country of residence -if you are married or have any dependent children, you must submit your marriage certificate and birth certificates for the children. • Evidence of any property you own/rent e.g. Title deed/tenancy agreement.	

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: Exam 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).