



EMPLOYMENT – VAN DER ELST **(Single entry D visa)**

You can apply for this visa if you are:

- a. lawfully resident in the EU Member State in which the employer is established,**
- b. lawfully employed by the employer in the sending EU Member State,**
- c. on the payroll of the employer in the sending EU Member State,**
- d. coming to Ireland to provide services on behalf of your employer, and**
- e. coming to Ireland on a temporary/short term contract, up to a maximum of 12 consecutive months.**

You are advised to familiarise yourself with immigration arrangements applying to persons seeking to avail of the Van der Elst process before you make your visa application at the following link: [Van der Elst policy document - Immigration Service Delivery \(irishimmigration.ie\)](http://www.irishimmigration.ie)

You can apply for an Employment (Van der Elst) visa up to 3 months before your date of travel to Ireland.

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 two sets 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 12 months after your proposed date of arrival in Ireland;.	
3.	Two colour passport sized photographs not more than 6 months old;	



4.	If you are resident in a country other than your country of origin, evidence of your permission to reside in that country. (In Italy = Permesso di Soggiorno)	
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: <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.	Evidence of your right to reside and work in the sending EU Member State and of permission to return there following the termination of the contract in Ireland	
8.	Letter from your employer in the sending EU Member State: <ul style="list-style-type: none">• stating that you are legally resident and employed in the EU Member State where the employer is based,• stating that you are coming to Ireland to provide services on the company's behalf,• stating that you will be returning to sending EU Member State following completion of the project in Ireland,• giving details of the contract (duration should be specified),• giving the name and contact details for the Irish based company.	
9.	Letter from the Irish based host company: giving details of the contract (duration should be specified) and reasons why the employee is required.	
10.	Private Medical Insurance: Evidence of medical/travel insurance does not need to be provided with your application. However, the Visa Officer may request it before they make a decision on your application. If your visa is approved, you must have evidence of medical/travel insurance when you arrive at the port of entry (airport/seaport) and must present it to the Immigration Officer on request.	
11.	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.