LONG TERM STUDY VISA CHECKLIST

Ambasáid na hÉireann | An Eilvéis
Embassy of Ireland | Switzerland

An Roinn Dlí agus Cirt
Department of Justice

*This checklist is for **holders of a residence permit from Switzerland or Liechtenstein whose nationality is a visa required country** wishing to travel to Ireland for the purposes of **long term study (>90 days).***

For full details required documents please see www.irishimmigration.ie/coming-to-study-in-ireland/ (In case of any discrepancy, the website takes precedence). The Embassy reserves the right to request original versions of any documents. Once, complete this checklist should be submitted to the Embassy, along with all relevant documentation.



Application Number	

Checklist

Document	Comments	Submitted?	
		Applicant	Embassy
1. Application Form	*AVATS application summary form signed and dated*	☐	☐

2. Application letter
Provide a typed and signed cover letter that includes all listed points. Failure to do so will result in your application not being processed/rejected.
	• *Must include your full name and postal address*
	• *Must be signed and dated*
	• *Outline the reasons for wanting to come to Ireland.*
	• *List anyone you are travelling with, how long you will stay in Ireland and where you will stay*
	• *Details of where and how long you intend to stay*
	• *State whether you have any family members in Ireland, Switzerland or any EU/EEA country.*
	• *Must include a commitment that you will:*
	  ○ *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.*
		☐	☐

3. Letter of acceptance	*You must submit a letter of acceptance from the college running the course. The letter should:* • *Confirm that you have been accepted and enrolled on a course of full-time education, involving a minimum of 15 hours organised daytime tuition each week* • *Give details of the course that you will be studying* • *State the amount of fees payable for your course* • *State the amount of fees that you have paid* • *State that the college has taken out medical insurance on your behalf, if applicable*	☐	☐
4. Gaps in your Educational History	*You must provide information on any gaps since your last period of full-time education. You must give full details of your employment history.*	☐	☐
5. Evidence of Qualifications	*Provide evidence of your qualifications and previous work experience in the appropriate field. Such evidence could include letters from current and previous employers, your 3 most recent payslips, professional certificates or qualifications.*	☐	☐
6. Evidence of Academic Ability	*You must provide evidence that you have the ability to follow your chosen course. Examples of this are previous exam results or qualifications.*	☐	☐
7. Evidence of English Language Ability	*Demonstrate you have sufficient language proficiency to undertake this course. Evidence can include proof that you have lived in an English-speaking country, you have previously studied through English or you have a certificate from an approved English language test provider.*	☐	☐
8. Private Medical Insurance	*Provide proof of Private Medical Insurance cover.*	☐	☐
9. Proof of study fee payment	*Provide proof of payment of your study fee.*	☐	☐
10. Proof of visa fee payment	*Screenshot from e-banking or bank receipt. Please see below for information on visa fee.*	☐	☐
11. Passport	• *Your current passport – your passport must be valid for at least 12 months after your arrival date* • *A photocopy of each page from all previous passports you have*	☐	☐
12. Residence permit	*Photocopy of both sides of your current residence permit.*	☐	☐
13. Passport Photos	*Include 2 passport-sized colour photographs of the visa applicant. On the back of each photo:* • *Sign your name (in your native script and language)* • *Write your Visa Application Transaction Number from AVATS* • *Each photograph must meet all the following rules for visa photographs.*	☐	☐
14. Bank Statement *Please see this link for more information on Finance*	*Provide an up-to-date bank statement covering the last 6 months.* *You need to show that you have direct access to:* • *€10,000 for courses resulting in residence of greater than 8 months.* • *€833 per month or €6,665 (in total) for courses resulting in residence of 8 months or less.*	☐	☐

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15. Extra Documentation for Minors	• *Original birth certificate* • *A letter of consent of both parents: A notarised letter stating that both parents consent to the child coming to Ireland for study purposes and that the school, host family or education agency is the legal guardian of the unaccompanied child student while they stay in Ireland.* • *Copies of the biometric page of the parents passports* • *Where there is only one guardian, please provide relevant documents.*	☐	☐
16. Visa refusals	*If you have been refused a visa or preclearance in the past for any country, you must provide details to us. The original letter issued to you by the authorities of that country must be provided with your application.* *In addition if you have: Been deported from any country or been refused entry to any country or been otherwise required to leave any country (including overstaying in any country), you must provide original documentation issued by the authorities of that country with your application and a full explanation for consideration.*	☐	☐
17. Stamped return envelope	*All applicants must enclose a large, self-addressed, stamped (CHF 5.80) return envelope.*	☐	☐

Once, complete this checklist should be submitted to the Embassy, along with all relevant documentation.

Applicant Declaration

I, the applicant, confirm that this checklist has been completed and all relevant documents have been submitted. I understand that a decision will be made based on these documents.

Applicant Signature	

Additional Comments

Amount of the visa fee *(see here if applicable)*:

Single Entry: CHF 60
Multiple Entry: CHF 100

Multiple entry visas are usually only issued to an applicant who has shown a compliant travel history. If you have had 2 previous Irish visas and have observed the conditions of these visas, you may apply for a visa for multiple journeys.

Please pay the visa fee in CHF by bank transfer into the following account:

Cash and Cheques are not accepted.

Name of holder: Department of Foreign Affairs and Trade, Dublin, Postfach, CH-3000 Bern 6
IBAN: CH19 0023 5235 4157 7301 J
Bank: UBS Switzerland AG, CH-8098 Zürich
Swift No.: UBSWCHZH80A

Please send your application to the following address:

Embassy of Ireland, Switzerland
Kirchenfeldstrasse 68
P.O. Box 262
3000 Berne 6

Please Note: This checklist is intended as a guide only. It is not exhaustive and additional documents may be required.

It is the applicant's responsibility to ensure they have understood the application process and have submitted all documentation that is required.

All information related to visas can be found at www.IrishImmigration.ie