Ambasáid na hÉireann | An Tuirc
Embassy of Ireland | Türkiye
İrlanda Büyükelçiliği | Türkiye

BUSINESS VISA CHECKLIST

This document is one of the forms you need to submit with your application documents. If any of the required documents listed below are missing, your application may be returned or refused. Gather your documents in order of the checklist and check each item.

You are requested submit the following documents:

	Required Documents Please refer to the Irish Immigration website for what is required when applying for a visa - https://www.irishimmigration.ie/	Yes	No
1	**Original Passport** valid for at least 6 months after the intended date of arrival in Ireland. Passport must have sufficient space for a visa to be inserted, at least two empty pages are required. If your passport does not comply with the above, your application will be returned to you. A copy of all stamped or containing visas pages of your passport is required.		
2	You should submit all **previous passports**. The first page and a copy of all stamped or containing visas pages of your old and new passports are required. If you are not a national of the country from where you are applying, you must submit evidence of your permission to be in that country e.g. **a residence card**. You must also have at least 3 months permission to be in that country **after** your intended date of departure from Ireland.		
3	Fully completed and **signed online application form**.		
4	Two **recent photographs** (not older than 6 months**)** 35x45 in colour, preferably biometric type with white background. Please write your full name on the back of the photographs you submit along with your application.		
5	**A signed letter of application, including your full contact details, in English** • outlining your reason for wanting to come to Ireland, • giving details of any other members of your family who are currently in Ireland, the UK, or any other EU Member State • stating how long you plan to stay. • stating that the cost of trip is being borne by yourself or, where that is not the case, details of the third party funding the costs of the trip • providing the name, phone number and e-mail address of your business contact in Ireland • providing reasons for obligations to return to your country (including any supporting documents you may wish to submit) • stating 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.		
6	**Applicant's Employment details** **If applicant is employed:** • letter from employer on official paper, bearing the seal of the workplace, with full contact details • confirmation from your employer as to whether the proposed business trip is related to your employment • Pay slips for the last three months. SGK (social security) registration document and SGK "hizmet dökümü" / payment of premium (or equivalent for your country of residence, such as Georgia or Azerbaijan). **If applicant is self - employed or owner of a private company**: • signature circular, • company registration in chamber of commerce, • bulletin of the trade register, • tax registration certificate of the company. **If the applicant is a farmer:** • farmer certificate issued by the Chamber of Agriculture (or equivalent for your country of residence, such as Georgia or Azerbaijan). **If the applicant is retired:** • proof of pension (either bank account or pensioner booklet).		
7	**Invitation from Irish Company** • A letter from the Irish company, on headed paper, confirming the visit, dates, reasons for visit, details of who will meet costs of trip, accommodation details, and full contact details. • Evidence of a prior link and communications between both companies regarding this visit would be helpful.		
8	**Finance Details**		

	If applicant is responsible for costs of this trip we require detailed bank statements covering a period of 6 months immediately prior to the application showing sufficient funds to pay travel costs and sustain the applicant on arrival in Ireland. This should be accompanied by the signature circular of the bank. The applicant must have immediate access to these funds, and therefore, a fixed term savings account cannot be accepted, unless a letter is included from your bank confirming that you are allowed to withdraw money during your travel period.		
9	**Hotel Reservation** • Confirmed hotel reservation valid for entire stay. • The dates of the hotel reservation should correspond to your flight reservation. • If you are also visiting the UK, information about entrance to UK, permission to travel to the UK and detailed information of entire trip.		
10	**Valid travel health insurance** covering any costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death during your stay in Ireland. This insurance must be valid for the whole of this territory and this insurance must be valid minimum 3 monthly.		
11	**Migration History & Previous Visa Refusals** • You should provide a comprehensive statement of your migration history, including in respect of short term / touristic travel. You should include details of migration undertaken with or without the required permissions. Where you have adverse migration history (e.g. refusal of leave to land, a requirement to depart, deportation, a refusal of an immigration or residency application) you must provide details and documentation. Concealment of migration history may undermine the credibility of your application • If you have been refused a visa for any other country, details of this, preferably the original letter issued to you by the authorities of that country, must be submitted. Concealment of previous visa refusals will result in your Irish visa application being refused.		
12	**Visa fee and VFS service fee**		

Please arrange documents as per above given order and place this completed checklist on top in **English.**

1) All documents accompanying your application must be **originals.** You should keep copies of all the documents that you provide. If there are particular documents that you wish to have returned, please provide a list of these documents with the application to the VFS agent, and ensure they are placed in a separate folder. Please submit a photocopy of all the documents that you may need back at the time of collection.

2) If you submit a document that is not in English, it must be accompanied by a full translation. Each translated document must contain:

- Confirmation from the translator that it is an accurate translation of the original document
- The date of the translation
- The translator's full name and signature, and
- The translator's contact details.

3) Please note that this is not an exhaustive list, and a Visa Officer may require further documentation if they deem it necessary, before they can make a decision on your application.

Submission of documents

I confirm that I have submitted all the above documents to a VFS Ireland Visa Application Centre.

Applicant's name and ……

VFS staff name and signature ……

Or, alternatively,

I acknowledge, as cautioned today by VFS, that the failure to submit the required documents may lead to the refusal of my application but wish to submit my application for consideration in its current form.

Applicant's name and signature ……

VFS staff name and ……