



Ireland Visa Document Checklist

Visa Category: _____

AVATS Reference No: _____

List of required documents. All documents must be in English or translated into English by an official translation company (self-translation not accepted)	Submitted?	
	Yes	No
Original application form duly completed, dated and signed (mandatory)	☐	☐
For applicant's under 18 years, the following documents must be provided (mandatory)	☐	☐
1. Copy of the child's passport and birth certificate	☐	☐
2. Copy of both parents/legal guardian's passports and other official identity document containing their signatures	☐	☐
3. Letter of signed consent from parents/legal guardians allowing child to travel to Ireland if travelling unaccompanied	☐	☐
4. Letter of signed consent from the other parent/legal guardian allowing child to travel to Ireland where only one parent/legal guardian is travelling	☐	☐
5. Copy of Court Order in the event of sole custody confirming right to travel	☐	☐
Passport/s & Residency Permission (mandatory)	☐	☐
1. Original passport, must contain 2 empty visa pages ➤ C category visa: must be valid for at least 6 months from the date you plan to leave Ireland ➤ D category visa: must be valid for at least 12 months after the date you plan to arrive in Ireland	☐	☐
2. Photocopy of biodata page & all visa & immigration stamps	☐	☐
3. Full photocopy of all previous passports	☐	☐
4. If you are not a citizen, evidence of permission to reside in the country from which you are applying – photocopy of front & back of residency card, valid for at least 3 months from the date of return from Ireland.	☐	☐
5. Recent passport photographs showing full face on a clear white background, not older than 3 months, which conform to requirements here: Photograph rules for visa applications - Immigration Service Delivery	☐	☐
Finances: Evidence of sufficient money to fund proposed trip (mandatory for all categories of visa)	☐	☐
1. Bank statement/s for the last 6 months (from applicant & sponsor if used)	☐	☐
2. Employment letter & salary certificate dated within the 4 week period immediately prior to your application	☐	☐
3. Large debits/credits clearly explained	☐	☐
4. Estimate of costs involved if trip is being sponsored	☐	☐
Tourism (mandatory)	☐	☐
1. Hotel booking reservation confirming duration of stay & if reservation has been paid	☐	☐
2. Travel itinerary	☐	☐
3. Application letter	☐	☐
4. Evidence of obligations to return home	☐	☐
NOTE: TRAVEL & MEDICAL INSURANCE ONLY REQUIRED IF VISA IS APPROVED	☐	☐
Visit Family/Friend (mandatory)	☐	☐
1. Invitation letter from host/sponsor/reference in Ireland	☐	☐



List of required documents. All documents must be in English or translated into English by an official translation company (self-translation not accepted)	Submitted?	
	Yes	No
2. Cover letter outlining reason for travel to Ireland	☐	☐
3. If visiting family: copy of passport & IRP card (front & back) from host/sponsor/reference in Ireland	☐	☐
4. Evidence of obligations to return home	☐	☐
Business/Conference/Training (mandatory)	☐	☐
1. Invitation letter from company in Ireland	☐	☐
2. Letter from employer confirming applicant is travelling for work purposes, stating who will finance the trip	☐	☐
3. Application letter	☐	☐
4. Evidence of obligations to return home	☐	☐
Study (mandatory)	☐	☐
1. Unconditional offer from school/college in Ireland stating fees have been paid (minimum €6,000)	☐	☐
2. Proof of payment from school/college	☐	☐
3. Letter of support from sponsor including evidence of family link, if applicable	☐	☐
4. 6 months bank statement for sponsor & applicant	☐	☐
5. Summary Statement of Finances form	☐	☐
6. Evidence of ready access to at least €10,000 plus source of funding	☐	☐
7. Application letter	☐	☐
8. Evidence of English language ability	☐	☐
NOTE: TRAVEL & MEDICAL INSURANCE ONLY REQUIRED IF VISA IS APPROVED		
Exam (mandatory)		
1. Letter from exam authority confirming applicant will sit exam, details of the date & location, fees paid	☐	☐
2. Atypical Working Scheme (AWS) permission if applicable	☐	☐
3. Application letter	☐	☐
4. Accommodation plan	☐	☐
5. Evidence of obligations to return home	☐	☐
Employment (mandatory)		
1. Full copy of valid work permit	☐	☐
2. Full copy of signed contract for new employment in Ireland	☐	☐
3. Application letter	☐	☐
4. Evidence of qualifications & previous work experience	☐	☐
5. Letter from employer in Ireland	☐	☐
Join Family (mandatory)		
1. Refer to Coming to join family in Ireland - Immigration Service Delivery for the detailed documentation required to support this category of application	☐	☐
2. Full copy of current & all previous passports	☐	☐
NOTE: GIVEN THE LONGER PROCESSING TIME, YOU ARE NOT REQUIRED TO SUBMIT YOUR PASSPORT	☐	☐



I acknowledge that:

- I have provided all mandatory documents to support my application
- The onus lies with me to provide all required documentation
- The decision on my visa will be made by the Visa Office in the Embassy of Ireland
- Failure to provide all requested documentation may result in a refusal of my visa
- Additional supporting documents may be requested by the Visa Office
- I have declared all previous visa refusals for all countries and provided the refusal letters. Failure to do so could result in a ban of up to 5 years
- My passport will remain in the Visa Office of the Embassy of Ireland for the duration of the process (with the exception of Join Family or those opting for the optional VFS service 'Keep My Passport While Applying (KMPWA)')
- I am aware of current processing times published on [Visa Information, times and decisions | Embassy of Ireland, India | Ireland.ie | Ireland.ie](#) but understand that these times are subject to change
- Applications are accepted up to 3 months in advance of my travel date, or 4 months in the case of Study applications
- In the event of a refusal or withdrawal, neither visa fees nor VFS fees are refundable.

If the applicant is under 18, the checklist and visa application for must be signed by a parent or guardian.

_____	_____	_____
Applicant/Parent/Guardian	Signature	Date
_____	_____	_____
VFS Officer	Signature	Date

Official use only: