Ireland Visa Application Center in UAE
Document Checklist

Visa Category: **Visa Reference**:

List of requisite documents and all documents must be in English or Translated in English through official translation office. (Self translation is not accepted)	**Tick when completed** YES	NO	**Official use only** YES	NO
Original application form duly completed, dated and signed: (Mandatory)				
For children under 18 years old, below documents must be provided: **(Mandatory)**				
1. A copy of the child's passport and Birth Certificate.				
2. A copy of both parent's/legal guardian's passports and other official identity document containing their signatures.				
3. A letter of signed consent from parents/legal guardians allowing the child to travel to Ireland if travelling unaccompanied.				
4. A letter of signed consent from the other parent/legal guardian allowing the child to travel to Ireland where only one parent/legal guardian is travelling.				
Passport(s) & Residence Permission: (Mandatory)	**YES**	**NO**	**YES**	**NO**
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.*				
2. Photocopy of your bio page, all visa & immigration stamps for all travel.				
3. Evidence that you have permission to reside in the country from which you are applying along with photocopy of the front and back of residency card/ sticker. Should be valid for 03 months from the date of return from Ireland.				
4. Recent passport photographs showing full face on a clear white background) Not older than 3 months that conforms to the requirements detailed here: http://www.inis.gov.ie/en/INIS/Pages/visa-application-photos				
Finances: Evidence of sufficient money to fund proposed trip MUST be submitted (Mandatory)	**YES**	**NO**	**YES**	**NO**
1. Bank statement/s for the last six months.				
2. Employment letter and Salary Certificate (dated within the 4 week period immediately prior to your application date).				
3. Bank statement/s of your sponsor for the last six months where applicable.				

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For Tourism :(Mandatory)	YES	NO	YES	NO
1. Hotel booking reservation/s confirming duration of stay and if reservation has been paid.				
2. Travel itinerary such as airline bookings/tickets showing departure dates and destinations.				
3. Travel & medical insurance: (You will not be allowed to enter Ireland without it).				
For Visiting family and/or friends: (Mandatory)	**YES**	**NO**	**YES**	**NO**
1. Invitation letter from the host in Ireland.				
2. If visiting family: Copy of passport and IRP card from reference in Ireland.				
3. A covering letter outlining reason for your travel to Ireland.				
For Business/ Conference or Training for a Company:(Mandatory)	**YES**	**NO**	**YES**	**NO**
1. Letter from applicant's employer stating applicant is going to Ireland on business/ conference or training on behalf of the company and who will finance the trip.				
2. Invitation letter from company in Ireland.				
For Study sponsored by Cultural Bureau:(Mandatory)	**YES**	**NO**	**YES**	**NO**
1. Letter from cultural bureau (if sponsored).				
2. Letter of acceptance from school/ college in Ireland.				
For Study not sponsored by Cultural Bureau:(Mandatory)	**YES**	**NO**	**YES**	**NO**
1. Letter of acceptance from school/ college in Ireland stating that full fees have been paid.				
2. Receipt of payment from the school/college.				
3. Copy of applicant's medical insurance.				
4. Letter of support from your sponsor including evidence of familial link where required.				
5. Six month's bank statements records and /or evidence of funds to finance first year of study.				

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For attending an exam:(Mandatory)	**YES**	**NO**	**YES**	**NO**
1. Letter from exam authority stating that the applicant is due to sit an exam on such a date and that full fees for that exam have been paid.				
For Employment: :(Mandatory)	**YES**	**NO**	**YES**	**NO**
1. Original/copy valid work permit.				
2. Original/ Copy of contract of your intended employment in Ireland.				
3. A signed letter from your employer in Ireland confirming details of your position and salary to be paid. If your employer is to provide you with accommodation, details of this should also be included. The letter must be on headed paper with the company's contact and registration details.				
For Joining family members in Ireland:(Mandatory)	**YES**	**NO**	**YES**	**NO**
1. Original and translated copies of Marriage and Birth certificates.				
2. Refer to the link to provide detailed documentation necessary for this type of application - http://www.inis.gov.ie/en/INIS/Pages/Join Family				
For Volunteer/ Minister of religion: (Mandatory)	**YES**	**NO**	**YES**	**NO**
Refer to the link to provide detailed documentation necessary for this type of application.				
http://www.inis.gov.ie/en/INIS/Pages/volunteering-in-ireland				
1. A copy of your preclearance letter issued by the INIS.				
2. Letter of sponsorship on headed paper from your sponsor detailing your intended role in the state and how they intend to support you in the state.				
3. Evidence of qualifications/experience.				
4. Police clearance certificate not more than three months old.				
5. Medical/travel insurance.				

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I acknowledge that:

☐ I have provided all documents to support my application.

☐ An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

☐ Additional supporting document may be requested from the competent authorities.

☐ **I ACKNOWLEDGE THAT MY PASSPORT WILL REMAIN IN THE IRELAND VISA OFFICE FOR THE DURATION OF THE VISA PROCESS.**

If applicant is under 18 then this checklist & visa application form must be signed by a parent or guardian.

In case of refusal, visa fees and VFS service fees are non-refundable.

_____	_____	_____
Applicant / Parent/ Guardian name	**Signature**	**Date**
Applicant info (additional):	_____	_____
	(Email)	**(Contact)**
_____	_____	_____
VFS Officer name	**Signature**	**Date**

Visa Application Centre Use only :