

The below is a list of required documents necessary for your application to a Long Stay (D) to Ireland.

You can apply for an Employment (permits etc.) visa after you have obtained your employment permit from the [Department of Enterprise, Trade and Employment \(DETE\)](#). There are different types of employment permits issued by DETE including Critical Skills Employment Permits and Work Permits.

You can apply for an Employment (Permits etc.) visa up to 3 months before your date of travel to Ireland. [The submission of all or any of these documents does not guarantee that your application will be successful.](#)

**Important:** please ensure you arrange your documents exactly as specified in the checklist. **Do not print this unless necessary. Do not submit this checklist with your documents, this is just for personal reference.**

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**All documents relevant to your circumstances listed below must be submitted. If you do not submit these documents, you will have to sign a Waiver form acknowledging that you are submitting an incomplete application.**

Order of Documents	Description of document	Tick box
1	<p><b>Online application form:</b> must be filled in <a href="#">AVATS</a> Print, sign and date the application summary sheets.</p> <p><b>Fee Payment (to be paid to <a href="#">VFS directly</a>)</b></p>	
2	<p><b>Passport photographs</b> Two colour passport sized photographs not more than 6 months old. You must print your name and visa application reference number clearly on the back. More information on photograph requirements <a href="#">here</a>.</p>	
3	<p><b>Signed Letter of Application</b> must include:</p> <ul style="list-style-type: none"> <li>• Your full contact details</li> <li>• Your reason for wanting to come to Ireland</li> <li>• How long you intend to stay</li> <li>• Details of any members of your family who are currently in Ireland, or any other EU Member State</li> <li>• Details of any members of your family who will join you (if applicable)</li> <li>• Details of where you intend to stay while you are in Ireland</li> <li>• Your commitment 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 in Ireland.</li> </ul>	
4	<p><b>Your current passport and a full copy of any previous passports</b> NOTE: Your current passport must be valid for at least <b>12 months after</b> your intended date of departure from Ireland.</p>	
5	<p>A complete photocopy of the above current passport (all pages must be photocopied).</p>	
6	<p><b>Employment Permit from the Department of Enterprise, Trade and Employment (DETE)</b> You must supply one of the following, according to your situation:</p> <ul style="list-style-type: none"> <li>• Critical Skills Employment Permit</li> <li>• General Employment Permit</li> <li>• Intra-Company Transfer Employment Permit</li> <li>• Contract for Services Employment Permit</li> <li>• Exchange Agreement Employment Permit</li> <li>• Internship Employment Permit</li> <li>• Sports &amp; Cultural Employment Permit.</li> </ul>	

Order of Documents	Description of document	Tick box
6a	<b>Contract of employment</b> If you have an Employment Contract, please submit it. If you do not, please submit a letter from your employer as described.	
6b	<b>Letter from employer in Ireland</b> The letter should include: <ul style="list-style-type: none"> <li>• Details of your new job</li> <li>• The salary you will be paid</li> <li>• Details of the accommodation, if the employer is providing you with accommodation.</li> </ul>	
7	<b>Evidence of qualifications</b> Evidence of qualifications and previous work experience must be submitted in support of the visa application. For example: <ul style="list-style-type: none"> <li>• Your 3 most recent payslips</li> <li>• Regular salary payments to your personal bank account</li> <li>• Employment letter from your current employer</li> <li>• Personal tax statements</li> <li>• Professional certificates</li> <li>• Training certificates.</li> </ul>	
8	<b>Travel and Medical Insurance (optional)</b> Evidence of medical or 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.	
9	<b>Finances</b> <ul style="list-style-type: none"> <li>• You must provide an up-to-date bank statement, showing what money has been paid into and out of the account over the last 6 months, and showing sufficient funds to cover your costs.</li> <li>• Your name, address, account number and account type must be visible on the statement.</li> <li>• Any large lodgements must be explained.</li> <li>• If you are sending a bank statement from a deposit or savings account, you must also include a letter from your bank confirming that you are allowed to withdraw money from that account.</li> </ul>	
10	<b>Previous Visa Refusals</b> <ul style="list-style-type: none"> <li>• If you have been refused a visa in the past for any country, you must provide the details</li> <li>• You must provide the original letter issued to you by the authorities of that country with your application</li> <li>• Not disclosing any previous visa refusals will result in your application being refused.</li> </ul>	
<b>IMPORTANT INFORMATION - DOCUMENTS</b>		
<b>Please note that visa officers may request additional documents as they consider necessary.</b>		
<ul style="list-style-type: none"> <li>• If there are specific documents that you wish to have returned to you, please submit a list of these with your application. Photocopies of these documents should be included in your application.</li> <li>• The provision of all the documentation listed in no way guarantees that a visa will be granted</li> <li>• Please do not purchase travel tickets prior to a decision being made on the visa application. Doing so may lead to unnecessary additional costs in circumstances where a visa is not granted.</li> </ul>		

