

The below is a list of required documents necessary for application to a short stay conference/event visa allows you to travel to Ireland for up to 90 days to attend a conference, symposium or other event, for example for business or academic reasons.

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.

All documents relevant to the applicant's circumstances listed below must be submitted. If they do not submit these documents, they will have to sign the Waiver form acknowledging that they're submitting an incomplete application.

Order of Documents	Description of document	Tick box
1	Online application form: must be filled in AVATS Print, sign and date the application summary sheets. Fee Payment (to be paid to VFS directly)	
2	Passport photographs: 2 passport-sized colour photographs of the visa applicant. On the back of each photo: <ul style="list-style-type: none"> • Sign full name • Visa Application Transaction Number from AVATS 	
3	Signed Letter of Application: Your letter must contain an estimate of the total cost of your visit and training course (in Euro), including separate estimates for: <ul style="list-style-type: none"> • All costs and expenses you personally will pay for (if any) • All costs and expenses paid for by a third-party (if any), for example your employer. 	
4	Your current passport and a full copy of any previous passports NOTE: Current passport must be valid for at least 6 months after your intended date of departure from Ireland.	
5	A complete photocopy of the above current passport (all pages must be photocopied).	
6	Letter from the conference organiser You must ask the organiser of the conference to send you a letter on headed paper with the information listed below. Include this letter with your application. The letter must contain: <ul style="list-style-type: none"> • A description of the conference and who has organised it • Confirmation that you are officially registered to attend • Confirmation that your registration fees have been fully paid (if relevant) • A statement by the conference organiser about what they will contribute to the cost of your visit (if anything): • The statement must indicate if the organiser will pay for 'all', 'some' or 'none' of the costs of your visit and must include an estimate of everything the conference organiser will pay for, for example: airline tickets, accommodation, living expenses. If you wish to attend more than one conference or event in Ireland, you must obtain a separate letter from each conference organiser. 	
6a	Travel and Medical Insurance (optional)	
7	Accommodation (optional) In your application letter include a description of everywhere you will stay in Ireland (for example, hotel, hostel), including the dates you will stay at each place. Include printed reservation confirmations (emails or letters) of your accommodation, from: <ul style="list-style-type: none"> • Hotels, guesthouses, hostels, B&Bs, AirBnBs • Shared or free accommodation • Any other type of accommodation. Reservation confirmations must show the dates you intend to stay at each place. If you are staying with a host in their home Ask each host to send you a letter with the information listed below. <ul style="list-style-type: none"> • The host's full name, the host's home address in Ireland, confirmation by the host that you have been invited, the dates you will stay with the host • A statement by your host about what they will contribute to the cost of your visit: <ul style="list-style-type: none"> ○ The statement must indicate if they will pay for 'all', 'some' or 'none' of the costs of your visit and must include an estimate of everything they will pay for, for example airline tickets, accommodation, living expenses, etc. You must include proof of your host's address, this should be an original utility bill , from within the last 6 months, for example: Electricity or gas, fixed line telephone, TV or broadband.	
8	Finances	
8a	If you are paying for your own visit, include:	

	<p>Bank Statements or bank movements, must:</p> <ul style="list-style-type: none"> • Be up-to-date • Show name and address, account number and account type • Show money paid in and out of the account over the last 6 months • Show final balance that covers the expected travel expenses (flight ticket and/or accommodation, if applicable). 	
8b	<p>If your conference organiser is helping to pay for your visit: Include the letter from your host that lists everything they will pay for example the cost of airline tickets in Euro (as above).</p>	
8c	<p>If someone else (a third party) is helping to pay for your business trip: Provide a description that explains how and why the visit is being paid for by a third party. They must also include:</p> <ul style="list-style-type: none"> • Full name and address, telephone number, email address (if available), website (if appropriate) • Proof of the relationship between applicant and the third party • Applicant's own personal bank statement <p>The third party must also show that they can afford these costs. This applies to any person who will help to pay for your vacation, including Irish citizens.</p>	
9	Obligations to Return	
9a	<p>Work If you have a job at home, you must show that you have an obligation to return to it. To do so, you should provide:</p> <ul style="list-style-type: none"> • Your 3 most recent payslips • A letter from your employer that states: How long you have been employed there, the dates you are on vacation, the date you will be returning to work in that job 	
9b	<p>If you are self-employed at home, you must show that you have an obligation to continue it. You should provide: A description of your business and the products or services you provide. Proof that your business is trading, for example:</p> <ul style="list-style-type: none"> • Your most recent financial accounts • Recent tax return (original) • Confirmations of payments from customers from within last 6 months (printed emails or letters). <p>Proof of a business reason to come to Ireland, for example:</p> <ul style="list-style-type: none"> • Communication by you with companies or organisations in Ireland (printed emails or letters) <p>The date you will return to your business at home.</p>	
9c	<p>Family If you have a family at home, you must prove that you will return to them. To do so, please provide a description of your family including:</p> <ul style="list-style-type: none"> • Your family status (e.g. married, co-habiting, separated, divorced, bereaved) • Any children or dependents (e.g. elderly parents) <p>If you are married and your spouse is not coming to Ireland with you, you should include your original Marriage Certificate with your application. If you have children aged under 18 and they are not coming to Ireland with you, you should include the original Birth Certificate with your application.</p>	
9d	<p>Property If you own or rent property in your country of residence, write a description of it and include it with your application. You should also include other documents as proof (e.g. your original tenancy/rental agreement or property title deed)</p>	
10	<p>Visa Refusals If you were ever refused a visa by any country, you must state this in your application. Failure to disclose a previous visa refusal will result in an immediate refusal of your Irish visa application.</p>	
IMPORTANT INFORMATION		
Please note that visa officers may request additional documents as they consider necessary.		
<ul style="list-style-type: none"> • 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. • The provision of all the documentation listed in no way guarantees that a visa will be granted • 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. 		