



CHECKLIST COMPANION

Please do not staple any of your documents.

As a general rule, documents must be **original**. The exceptions are specified below.

We accept e-signatures where the original document is **only available in digital format**.

All documents (except your bank statements and pay-slips) must be **in English or accompanied by a certified translation**.

Documents required for all visa categories

Passport

You must send your **original** passport. It must be **valid for six (6) months after you are due to leave Ireland**.

If you are a refugee in France, you must send your **original** travel document (*titre de voyage pour réfugié*).

Permission to live in France

You must send a **copy** of your permission to live in France. It must be **valid for at least three (3) months after you are due to leave Ireland**. It can be any one of the following documents:

- Carte de séjour
- Carte de circulation pour les mineurs
- Carte spéciale
- Visa
- Letter from the Préfecture saying that you are allowed to live in France

Identity photos

You must send two (2) recent **colour** passport photos. They must be **less than six (6) months old**. On the back of the photographs you must sign your name in your native language and script and write your application number. You can find full details of the requirements for passport photos [here](#).

Application summary sheet

You must send a **signed and dated** application summary sheet. You will be able to print this after you have completed your application on AVATS, the online platform for visa applications for Ireland.

Application letter

You must send an **original, signed, and dated** application letter. It must state:

- Your full contact details
- The dates of and reasons for your travel
- The details of your accommodation
- Who will pay for your trip
- The details of any family members in the EU/EEA/Switzerland, or lack of
- That you will obey the conditions of your visa in full, not rely on public services or become a burden on the State, and that you will leave Ireland before expiry of your permission to remain.

The easiest way to get your application letter right is to use the template letter on the Embassy website.

You must also send a reservation confirmation, which can be by email, showing where you will stay and for what dates. If you are staying in different locations, you must send a reservation confirmation for each accommodation.

If you are staying with a host, you must send:

- An **original** letter from the host confirming your stay, which must mention your host's full name, their address in Ireland, and the dates of your stay; and
- An **original** utility bill (please consult page 8 for more information on requirements for utility bills).

If you are joining your EU spouse, you must send the details and proof of your spouse's accommodation in Ireland (address, how long they have lived there).

If your employer is providing your accommodation in Ireland, you must say this in your letter and provide details and proof.

Proof of finances

If you are paying for your trip:

You must send **six (6) months of bank statements from before your application**. They must be **original** and show your name, address, and a positive credit balance.

If you cannot send original bank statements, we can accept copies, so long as they are stamped by your bank.

If you cannot provide either an original bank statement or a stamped copy, please explain this in your application letter.

You must explain all transactions involving large sums of money in an **original signed letter**.

If you are relying on a savings account bank statement, you must include an **original letter** from your bank confirming you can withdraw money from it.

If a friend or family member in Ireland is paying for your trip:

You must send:

- Six (6) months of bank statements from your sponsor; and
- An **original signed and dated letter** from your sponsor saying that they will finance your trip; and
- A **copy** of their ID and proof of their relationship to you.

If they are employed:

- Their three (3) last **original** pay-slips;
- Their last **original** tax return document; and
- An **original letter** from their employer.

If your employer or business host is paying for your trip in full:

You do not need to submit bank statements.

You must send an **original** letter (signed and on headed paper) stating:

- That all expenses will be covered; and
- Proof of the relationship between you and the third party

Previous refusals

If a country has previously refused you a visa, you must send:

- A written explanation of why your visa was refused
- The **original** letter you received from the refusing authorities.

For all applicants under 18

You must send:

- The **original** long-form birth certificate showing the names of both parents
- The **original** (or certified copies of) photo ID for both parents, including their signatures
- An **original** letter of consent to travel signed by both parents/legal guardians.

You must send a letter of consent even if the child is travelling with an older family member (sibling aged over 18).

In the case of sole guardianship, you must send a sworn affidavit of guardianship **or** the **original** court order.

If one parent is deceased, you must send an **original** death certificate.

Documents required for specific visa categories

Employment permit

You must send an Employment permit from the Department of Enterprise, Trade, and Employment (DETE). You can apply for this document [here](#).

Explanation of gaps in educational history

If there are gaps in your educational history, you must send an **original** letter explaining these gaps.

Invitation letter

You must send an **original, signed, and dated** letter from your host in Ireland. If you are staying with more than one host, you must get a separate letter from each. It must detail:

- The reason they are inviting you to Ireland
- The dates you are invited to stay and their full postal address (including Eircode)
- A description of how they know you (emails or letters are accepted for business visas)
- That they understand that you must obey the conditions of your visa in full, not rely on public services, or become a burden on the State, and that you will leave Ireland before expiry of your permission to remain.

You must also send a **clear colour copy of their ID**.

If your host is a non-EU/EEA and non-Swiss citizen, you must send:

- A clear colour **copy** of their [Irish Residence Permit](#)
- A clear colour **copy** of the [immigration permission stamp](#) in their passport.

If your host is helping to pay for your trip, you must include:

- An estimate of the costs if the host is financing all or part of the trip
- Documents that prove they can afford to pay (please consult the “Proof of financing” section on pages 2-3 for more information).

Letter from the conference organiser/tournament organiser

You must send an **original** letter (signed and on headed paper) from the organiser. If you are attending more than one event in Ireland, you must obtain a separate letter from each organiser.

The letter must include:

- A description of the event (dates, location...)
- Details on the organiser (name, how they know you, past experience of organising similar events...)
- Confirmation of registration or attendance
- Information on the financing of the trip, with an estimate of costs if the host is financing all or part of the trip. You must also state if the host is not paying for the trip.

The letter must also state if the organiser has agreed to pay you to attend. If you are being paid, you must also include a **copy** of your contract that shows the agreed amount.

If you are paying to attend, you must send a confirmation of fee payment.

Letter from your spouse’s employer

The **original** letter from your spouse’s employer must prove that they are in Ireland.

Letter of acceptance

You must send an **original** letter of acceptance (signed and on headed paper) from the university or college in Ireland that:

- Confirms that you have been accepted and enrolled on a course with a minimum of 15 hours of classes a week
- Gives details of the course you will be studying

You must also say if the institution has taken out medical insurance on your behalf.

Marriage certificate

You must send an **original** marriage certificate.

Obligation to return home

You must send proof that you must return to France. You can prove this by showing an obligation to return to France for work, pension, education, family, or property.

If you are relying on an obligation to return home for **work** and you are an **employee**, you must send:

- Your three (3) most recent original pay-slips
- An **original** letter from your employer that says how long you have been employed, the dates of your vacation and the date you will be returning to work.

If you are relying on an obligation to return home for **work** and you are **self-employed**, you must send:

- Your most recent financial accounts
- Your last **original** tax return document
- Confirmation of payments from customers from within the last six (6) months.

If you are relying on an obligation to return home for your **pension**, you must send an **original** certificate from your pension fund.

If you are relying on an obligation to return home for **education** and you are a student, you must send an **original** letter from your educational institution (signed and on headed paper) stating:

- What you study
- The number of years you have been a student there
- The number of years/semesters you will remain there
- A clear statement that you will return to your studies.

If you are relying on an obligation to return home for **family**, you must send an **original** letter saying that you will return together with a description of your family status (married, co-habiting, divorced, separated, bereaved, etc.), and any children or dependants (elderly parents).

If you are married and your spouse is not coming to Ireland with you, you should send your **original** marriage certificate.

If you have children aged under 18 and they are not travelling with you, you should send their **original** birth certificates.

If you are relying on an obligation to return home for **property** in France, you must send a description of it and any **original** documentation (rental agreement or property deeds).

Proof of academic ability to follow your course

You must provide proof that you have the ability to follow the course. This can be either:

- Previous exam results; or
- Proof of qualifications

Proof of job offer

You must send an **original** employment contract **or** letter from your employer in Ireland with details of your role and salary.

If your employer is providing your accommodation in Ireland, this must also be stated in the letter.

Proof of level of English

You must show that you will be able to do your course in English. You must send a certificate from the test provider with your visa application. The minimum standard of English for visa purposes is explained [here](#).

Proof of qualifications

You must send proof of your qualifications. You must send:

- Your three (3) most recent pay-slips
- A letter from your current employer
- Professional or training certificates relevant to your job.

Proof of relationship

You must send proof of the relationship. This can be any one of the following documents:

- Marriage certificate
- Civil partnership certificate
- Birth certificate

Proof that you have paid your fees

You must send proof that you have paid your fees. This can be either:

- A **copy** of an Electronic Transfer of Funds (ETF) to the Irish bank of the college, with the beneficiary's name, address, bank details and the same details for sender; **or**

- A valid receipt showing that the course fees have been lodged to an approved student fees payment service.

Where the course fees are less than €6,000, you must show that you have paid fees in full before applying for your visa.

Where the course fees are more than €6,000, you must show that you have paid at least this amount before applying for your visa.

Sponsorship letter

If you are travelling to Ireland as part of a group (for a performance or tournament), you must send an **original** letter from your sponsor. It must include:

- Details on your group and your role
- Confirmation that you have been asked to attend the event in Ireland as part of your group
- A statement that the only reason you have been asked to visit Ireland is to attend the performance or tournament.

If you have performed at similar events in your home country or abroad, you must send printed programmes or media reviews of those events.

Spouse's pay-slips

In this case, you must send your spouse's three (3) most recent pay-slips. These must be **original**.

Travel insurance

You must get travel/medical insurance and send proof in your application. Your college or university may arrange this on your behalf; if not, you must organise this yourself. The insurance must cover accidents, illness, and hospitalisation.

Utility bill

The utility bill must be **original** and less than six (6) months old. It must detail the name, address, and contact details of the utility.

If you cannot send an original utility bill, we can accept copies, so long as they are a high-quality colour printout of the bill from the internet.