

**Ireland VAC checklist
BUSINESS VISA**

BARCODE: _____

Full Name: _____

Passport Number: _____

Date/Location of appointment: _____

Passport
Photograph:

See photograph
requirements on
www.inis.gov.ie.

Please complete in full.

- Your signed and dated summary application form and the appropriate fee (where applicable) must be accompanied by the supporting documents set out below.
- If you do not submit the required documentation your application may be refused on the basis of insufficient documents

	SUPPORTING DOCUMENTS SUBMITTED (All documents mentioned in the checklist are Mandatory)	Original	Copy
1	Fully completed and signed application summary sheet.		
2	Payment confirmation receipt.		
3	Two colour passport sized photographs not more than 6 months old and complying with the photograph requirements on www.inis.gov.ie		
4	<p>Your current passport, previous passport/s & a full copy of any previous passport/s Your current passport must be valid for at least 6 months after your intended date of departure from Ireland.</p> <p>If you are not a national of the country where you are applying from, you must submit evidence of your permission to be in that country e.g. a residence card. You must also have at least 3 months permission to be in that country after your intended date of departure from Ireland.</p> <p>(Current passport must have sufficient space for a visa to be inserted; at least two empty pages are required. For short stay visas the current passport must be valid for at least 6 months from date of intended departure from Ireland. For long stay visas current passport must be valid for 12 months from date of entry into Ireland.)</p>		
5	Signed letter of application including full contact details.		
6	<p>Evidence of business need to travel to Ireland</p> <p>Business Employee:</p> <ul style="list-style-type: none"> Original hardcopy letter from your employer in India outlining your business reason for travelling to Ireland. This letter should clearly state: How long you are required to stay; (You must check the business visa criteria on our website at www.dfa.ie/Irish-embassy/india/visas to ensure that you meet the criteria for the duration of your stay in Ireland) Provide details of where you intend to stay while you are in Ireland; The business itinerary for entire duration of stay in Ireland (must be carried every time you present yourself at immigration in Dublin) The business itinerary should clearly specify what applicant is going to do on a daily basis. General terms like "business meetings" and "business discussions" should not be used. State that the cost of trip is being borne by the company Undertake 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. 		

	<ul style="list-style-type: none"> The details of signatory- name, designation, contact details i.e. direct phone number and email ID (Digitally signed letter will not be accepted). <p>Self-employed:</p> <p>You must provide documentary evidence of your business/company in the form of:</p> <ul style="list-style-type: none"> Original hardcopy letter from your company in India outlining your business reason for travelling to Ireland, An original, signed and dated letter of headed paper form your accountant/tax consultant/lawyer, Recent correspondence relating to your self-employment from the Inland Revenue (ITR returns, etc.) A detailed explanation on company's profile/free lancing work <p>Up-to-date bank statements for your business bank account covering the 3 month period immediately prior to your application.</p>		
7	<p>Link to Host Company in Ireland</p> <p>You must include an invitation letter (soft copy acceptable, must have company letterhead, date and signature) from the host company in Ireland detailing:</p> <ul style="list-style-type: none"> The nature and duration of your business trip, Who will cover the cost of the trip and how you will be supported for the duration of your stay inclusive of travel, accommodation and living expenses, etc. The details of signatory- name, designation, contact details i.e. direct phone number and email ID (Digitally signed letter will not be accepted). 		
8	<p>Medical/Travel Insurance</p> <p>Evidence of medical/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.</p> <p>If your visa is approved, you must have evidence of medical/travel insurance when you arrive at the port of entry (airport/seaport) and must present it to the Immigration Officer on request.</p>		
9	<p>Previous Visa Refusals</p> <p>If you have been refused a visa in the past for any country, you must provide the details. The original letter issued to you by the authorities of that country must be provided with your application.</p> <p>Full details of previous visa refusals on a separate cover letter.</p> <p><u>Not disclosing any previous visa refusals will result in your application being refused.</u></p>		
10	<p>If you are a first time traveller OR have never travelled outside of Asia, you will need to complete and sign the <u>Undertaking on Your Return Form</u> and submit this with your application.</p>		

- I confirm that I have submitted all the documentation relevant to the visa type for which I am applying. For documents which are not in English, I have provided a certified translation.
- I understand that a decision may be made on my application based on these documents only.

Applicant's Signature: _____

VAC Officer Signature: _____

For Official use only

Officer Name: _____

Signature: _____

Date: _____