

**Ireland VAC checklist**  
EMPLOYMENT (SCIENTIFIC RESEARCHER) VISA

BARCODE: \_\_\_\_\_

Full Name: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Date/Location of appointment: \_\_\_\_\_

Passport  
Photograph:

See photograph  
requirements on  
[www.inis.gov.ie](http://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

	<b>SUPPORTING DOCUMENTS SUBMITTED</b> (All documents mentioned in the checklist are Mandatory)	Original	Copy
1	Fully completed and signed application summary sheet.		
2	Payment confirmation receipt. - <b>Single entry only considered for all residency categories</b>		
3	Two colour passport sized photographs not more than 6 months old and complying with the photograph requirements on <a href="http://www.inis.gov.ie">www.inis.gov.ie</a>		
4	<p><b>Your current passport, previous passport/s &amp; a full copy of any previous passport/s</b> Your current passport must be valid for at least 6 months <b>after</b> 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 <b>after</b> 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.		
<b>***Multiple copies are not required for Join Family applications. One set of supporting documents is sufficient***</b>			
6	<b>Original Hosting Agreement with accredited research organisation.</b>		
7	<b>Copy of contract of employment (if issued by the research organisation)</b>		
8	<p><b>Police Clearance Certificate – original and no older than 6 months from date of issue</b> If the applicant was resident in another country for a period of greater than 1 year they must also provide an <b>original</b> Police Clearance Certificate for that country.</p>		
9	<p><b>Finances</b></p> <p>You must provide an up-to-date bank statement, showing what money has been paid into and out of the account over the last six months and showing sufficient funds to cover your costs.</p> <ul style="list-style-type: none"> <li>• Bank statements must be on headed paper - internet printouts will not be accepted.</li> <li>• Your name, address, account number and account type must be visible on the statement. Any large lodgements must be explained.</li> </ul>		

	<ul style="list-style-type: none"> <li>If you are sending a bank statement from a deposit/savings account, you must also include a letter from your bank confirming that you are allowed to withdraw money from that account.</li> </ul>		
<b>10</b>	<p><b>Medical/Travel Insurance</b></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 <b>must</b> 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>		
<b>11</b>	<p><b>Previous Visa Refusals</b></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><b>N.B. <u>Not disclosing any previous visa refusals will result in your application being refused.</u></b></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:** \_\_\_\_\_