

**Ireland VAC checklist**  
EXAM 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

	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 <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.		
6	<p><b>Evidence of current Employment Status:</b></p> <p><b>Original</b> leave sanction letter/ NOC from your current employer</p> <p>This letter should clearly state:</p> <ul style="list-style-type: none"> <li>• How long you will be on leave;</li> <li>• State that you will be joining the company back after your leaves</li> <li>• The details of signatory- name, designation, contact details i.e. direct phone number and email ID (<b>Digitally signed letter will not be accepted</b>).</li> </ul> <p><b>We also require below documents to confirm your employment status:</b></p> <ul style="list-style-type: none"> <li>• Recent 03 months' payslips</li> <li>• Recent 03 months' bank statements duly stamped/sealed and signed by the respective bank</li> <li>• Recent 03 years' ITR</li> </ul>		

7	<p><b>Link to Company in Ireland</b></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"> <li>• The nature and duration of your trip,</li> <li>• 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.</li> <li>• The details of signatory- name, designation, contact details i.e. direct phone number and email ID (<b>Digitally signed letter will not be accepted</b>).</li> </ul>		
8	<p><b>Obligation to Return</b></p> <p>Documents which can serve as a proof that you are obliged to return after your Travel:</p> <ul style="list-style-type: none"> <li>• Marriage Certificate (if Married)</li> <li>• Birth Certificate of Children (If Any)</li> <li>• Owned Property Documents (if Any)</li> </ul> <p>Irrespective of you own/do not own any of the aforementioned documents, please provide an undertaking 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.</p>		
9	<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>		
10	<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>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>		
11	<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: \_\_\_\_\_