

Ireland VAC checklist
EMPLOYMENT VISA (LONG STAY)

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. | | |
| ***Multiple copies are not required for Join Family applications. One set of supporting documents is sufficient*** | | | |
| 6 | Original cover letter and Employment Permit issued from the Department of Jobs, Enterprise and Innovation | | |
| 7 | <p>Letter from Employer in Ireland (soft copy acceptable)</p> <ul style="list-style-type: none"> • confirming details of the job you will take up, • the salary you will be paid, and if the employer is providing you with accommodation, details of the accommodation. | | |
| 8 | A copy of your contract with the Employer in Ireland (soft copy acceptable) | | |

| | | | |
|-----------|---|--|--|
| 9 | <p>Evidence of qualifications and previous work experience in this area.</p> <ul style="list-style-type: none"> • Original of your academic qualification (Bachelors, Masters, etc.) only • Original letter from your most recent previous work experience (if applicable) | | |
| 10 | <p>Police Clearance Certificate – original and no older than 6 months from date of issue</p> <ul style="list-style-type: none"> • If the applicant was resident in another country for a period of greater than 1 year they must also provide an original Police Clearance Certificate for that country. | | |
| 11 | <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> | | |
| 12 | <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>N.B. <u>Not disclosing any previous visa refusals will result in your application being refused.</u></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: _____