

The below is a list of required documents necessary for your application to a Short Stay (C) Conference/Event Visa to Ireland. Items in white boxes **MUST** be submitted. Items in grey boxes should be submitted according to your circumstances, but you **MUST** submit all documents relevant to the nature of your application.

Please tick “Yes” or “No” beside each document submitted. If a document listed on the checklist does not apply to your particular circumstance, please tick “N/A”. If you tick “No”, you will be required to sign a waiver form acknowledging that you are submitting an incomplete application.

“N/A” may only be chosen for grey boxes, where the documentation requested is not relevant to your circumstances.

The submission of all or any of these documents does not guarantee that your application will be successful.

Important: please ensure you arrange your documents exactly as specified in the checklist

All documents relevant to your circumstances listed below must be submitted. If you do not submit these documents, you will have to sign a Waiver form acknowledging that you are submitting an incomplete application.

Order of Documents	Description of document	Yes	No	N/A
1	<p><b>Signed Letter of Application</b> to include;</p> <ol style="list-style-type: none"> <li>1. A description of the conference or event and who is organizing it</li> <li>2. Full name (as it appears on your passport), postal address, email address and phone number</li> <li>3. The reason you want to attend the conference or event</li> <li>4. The dates you plan to arrive and leave</li> <li>5. The names and addresses of any members of your family who currently live in Ireland or any other EU/EEA country or Switzerland</li> <li>6. A commitment from you that you will;</li> </ol> <p>- obey the conditions of your visa in full                      - not rely on public services (e.g. public hospitals) or become a burden on the State                      - Leave Ireland before your immigration permission expires</p>			
2	<p><b>Confirmation that you are registered to attend</b> (e.g. confirmation email or original letter.</p> <p>You must also include confirmation that your registration fees have been fully paid (if relevant) (e.g. original receipt or payment)</p>			
3	<p><b>Letter from the conference organizer</b></p> <p><b>The letter must include:</b></p> <ul style="list-style-type: none"> <li>• A description of the conference and who has organised it</li> <li>• Confirmation that you are officially registered to attend</li> <li>• Confirmation that your registration fees have been fully paid (if relevant)</li> <li>• A statement by the conference organiser about what they will contribute to the cost of your visit (if anything):                             <ul style="list-style-type: none"> <li>○ The statement must indicate if the organiser will pay for 'all', 'some' or 'none' of the costs of your visit</li> <li>○ If 'all' or 'some', the letter must include an estimate</li> </ul> </li> </ul>			

Order of Documents	Description of document	Yes	No	N/A
	<p>of everything the conference organiser will pay for, e.g. airline tickets, accommodation, living expenses</p> <p>If you wish to attend more than one conference or event in Ireland, you must obtain a separate letter from each conference organiser.</p>			
4	<p>Fully complete the <b>online application form</b>, and submit;</p> <ul style="list-style-type: none"> <li>- <b>signed summary application form</b>,</li> <li>- <b>3 passport-sized color photographs</b> (sign your name and write your visa application number on the back of each photo) Photo must comply with relevant photo guidelines.</li> <li>- <b>relevant fee</b></li> </ul>			
5	<p><b>Your current passport and a full copy of any previous passports</b></p> <p>NOTE: 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 <b>residence card</b>. You must also have at least 3 months permission to be in that country after your intended date of departure from Ireland.</p>			
6	<p>A complete photocopy of the above current passport (all pages must be photocopied).</p>			
<p><b>Accommodation Plan</b></p> <p>Note: you must submit your <b>Holiday/Vacation/Study Plan</b> and other documents relevant to your circumstance as outlined below.</p>				
7	<p><b>Accommodation</b></p> <p>Include printed reservation confirmations (emails or letters) of your accommodation from:</p> <ul style="list-style-type: none"> <li>- Hotels, guesthouses, hostels, B&amp;Bs, AirBnBs, campsites etc.</li> </ul> <p>Shared or free accommodation e.g. couchsurfing</p>			
7a	<p><b>If you are staying with a host in their home</b></p> <p>For each host you stay with, ask them to send you a letter with the information listed below. Include this letter with your application. The letter must contain:</p> <ul style="list-style-type: none"> <li>• The host's full name</li> <li>• The host's home address in Ireland</li> <li>• Confirmation by the host that you have been invited to stay</li> <li>• The dates you will stay with the host</li> <li>• A statement by your host about what they will contribute to the cost of your visit (if anything): <ul style="list-style-type: none"> <li>○ The statement must indicate if they will pay for 'all', 'some' or 'none' of the costs of your visit</li> <li>○ If 'all' or 'some', the letter must include an estimate of everything they will pay for, eg airline tickets, accommodation, living expenses,</li> </ul> </li> </ul> <p>You must also ask your host to include proof that they live at their address. To do so, ask them to send you an original utility bill (on headed paper) from within the last 6 months and include it with your application, for example:</p> <ul style="list-style-type: none"> <li>• Electricity or gas</li> <li>• Fixed line telephone, TV or broadband</li> </ul>			

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	<ul style="list-style-type: none"> <li>A print out of a bill from the internet can only be accepted where it is high quality colour; clearly shows the address of the person and the contact details of the utility</li> </ul>			
<p><b>7b</b></p>	<p><b>If travelling to and from Ireland via a different country</b></p> <p>You must provide a letter that describes your travel plan to-and-from Ireland if you intend to:</p> <ul style="list-style-type: none"> <li>Travel to Ireland <b>directly from</b> a different country (i.e. not your home country or a country where you are a legal resident)</li> <li>Travel from Ireland <b>directly to</b> a different country</li> <li>-</li> </ul> <p>The letter must also state if you need visas for those countries (or not)</p> <p>Apply for those countries' visas before you apply for an Irish visa. Your application for an Irish visa may be refused if your passport does not contain the expected visas.</p> <p>If you do not get the expected visas before you apply for an Irish visa, explain why in your letter. The visa officer will include those reasons when reviewing your application.</p>			
<p><b>7c</b></p>	<p><b>Travel and Medical Insurance</b></p> <p>If your application for a visa is approved you must get travel/medical insurance before you travel. You will not be allowed to enter Ireland without it.</p> <p>In some cases, you may be asked to submit proof that you have travel/medical insurance before a visa is granted. If you already have travel and medical insurance, please include confirmation with your application.</p>			
<p><b>Finance Plan</b></p> <p><b>Note: you must submit a finance plan with the relevant documentation outlined below, depending on if you are paying for your own trip or if someone else is helping you pay</b></p>				
<p><b>8</b></p>	<p><b>If you are paying for your own visit, you must include an up-to-date bank statement with your documents. The bank statement must:</b></p> <ul style="list-style-type: none"> <li>Be original and on headed bank paper (printed internet statements must be officially certified by the bank)</li> <li>Show your name and address</li> <li>Show the bank account number and account type</li> <li>Show money paid in and out of the account over the <b>last 6 months</b></li> </ul> <p>If you are submitting a bank statement from a savings/deposit account, you must include an original letter from your bank (on headed paper) that confirms you can withdraw money from it.</p> <p>You must also include a written explanation of any large movements in or out of your account, if appropriate.</p>			
<p><b>8a</b></p>	<p><b>If your conference organizer or accommodation host is helping to pay for your visit</b></p> <p>Include the letter from your conference organiser or host that lists everything they will pay for, e.g. cost of airline tickets in Euro (as</p>			

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	above).			
8b	<p><b>If someone else (a third party) is helping to pay for your visit:</b></p> <p>Provide a description that explains how and why your visit is being paid for by a third party. You must also include the third party's</p> <ul style="list-style-type: none"> <li>- Full name and address</li> <li>- Telephone number</li> <li>- Email address (if available)</li> <li>- Website (if appropriate)</li> </ul> <p>You must also include</p> <ul style="list-style-type: none"> <li>- Proof of the relationship between you and the third party</li> <li>- Your own personal bank statement</li> </ul> <p>The third party must also show that they can afford these costs. This applies to any person who will help to pay for your vacation, including Irish citizens.</p>			
<p><b>Proof You will Return Home</b></p> <p>Note: You must submit the relevant documentation outlined below depending on your work/study/family/property arrangements</p>				
9a	<p><b>Work</b></p> <p>If you have a job at home, you must show that you have an obligation to return to it. To do so, you should provide:</p> <ul style="list-style-type: none"> <li>- Your 3 most recent payslips</li> <li>- A letter from your employer that states <ul style="list-style-type: none"> <li>- How long you have been employed there</li> <li>- The dates you are on vacation</li> <li>- The date you will be returning to work in that job</li> </ul> </li> </ul>			
9b	<p><b>Education or Study</b></p> <p>If you are a student, you must show that you have an obligation to return to continue your studies. To do so, you should provide a letter from your school or college that states</p> <ul style="list-style-type: none"> <li>- The course you are studying</li> <li>- How many years you have been a student there</li> <li>- How many years/semesters you have left there</li> <li>- Your school/college expects you to return to your studies after your vacation or study trip to Ireland</li> </ul>			
9c	<p><b>Family</b></p> <p>If you have a family at home, you must prove that you will return to them. To do so, please provide a description of your family including:</p> <ul style="list-style-type: none"> <li>- Your family status (e.g. married, co-habiting, separated, divorced, bereaved)</li> <li>- Any children or dependents (e.g. elderly parents)</li> </ul>			

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	<p>If you are married and your spouse is not coming to Ireland with you, you should include your <b>original Marriage Certificate</b> with your application.</p> <p>If you have children aged under 18 and they are not coming to Ireland with you, you should include the <b>original Birth Certificate</b> with your application.</p>			
9d	<p><b>Property</b></p> <p>If you own or rent property in your country of residence, write a description of it and include it with your application.</p> <p>You should also include other documents as proof (e.g. your original tenancy/rental agreement or property title deed)</p>			
<b>Visa Refusals</b>				
10	<p>If you were ever refused a visa by any country, you must state this in your application. You must also include the original letter sent to you by the authorities that refused your application.</p> <p>Failure to disclose a previous visa refusal will result in an immediate refusal of your Irish visa application</p>			
<b>Application Conditions for Young People</b>				
11a	<p><b>For a young person travelling with both parents or legal guardians, include:</b></p> <ul style="list-style-type: none"> <li>• The young person's original Birth Certificate with their application documents</li> </ul>			
11b	<p><b>For a young person travelling with one parent or legal guardian only, include:</b></p> <ul style="list-style-type: none"> <li>• An original letter of consent signed by the young person's other parent/legal guardian</li> <li>• A photocopy of the other parent/legal guardian's passport or national identity card that clearly shows their <b>signature</b></li> <li>• If you applying for more than one young person, include a separate original letter &amp; photocopy of the parent's passport/identity card with each young person's application</li> </ul>			
11c	<p><b>For a young person travelling with an adult who is not their parent or legal guardian, include:</b></p> <ul style="list-style-type: none"> <li>• An original letter of consent signed by both of the young person's parents/legal guardians</li> <li>• A parental letter of consent is needed even if the young person is travelling with an older family member, eg a brother or sister aged over 18</li> <li>• A photocopy of each parent/legal guardian's passport or national identity card that clearly shows their <b>signature</b></li> <li>• If you are applying for more than one young person, include a separate original letter &amp; photocopy of each parent's passport/identity card with each young person's application</li> </ul>			
11d	<p><b>For a young person travelling alone (ie without a parent or any other adult), include:</b></p> <ul style="list-style-type: none"> <li>• An original letter of consent signed by both of the young person's parents/legal guardians</li> <li>• A photocopy of each parent/legal guardian's passport or</li> </ul>			

Order of Documents	Description of document	Yes	No	N/A
	national identity card that clearly shows their <b>signature</b> <ul style="list-style-type: none"> <li>If you are applying for more than one young person, include a separate original letter &amp; photocopy of each parent's passport/identity card with each young person's application</li> </ul>			
<b>11e</b>	<b>If you are applying for a young person where a parent is deceased:</b> <ul style="list-style-type: none"> <li>You must include the original Death Certificate of the deceased parent</li> <li>If you applying for more than one young person, include the original Death Certificate in one application and a photocopy in each other application</li> </ul>			
<b>11f</b>	<b>If you are applying for a young person where one parent has sole custody:</b> <ul style="list-style-type: none"> <li>You must include the original Court Order that granted sole custody to the parent concerned</li> <li>If you applying for more than one young person, include a separate Court Order for each individual young person (as appropriate)</li> </ul>			
Additional Documents				
<b>12</b>	Any other documents you wish to submit and not listed above. List these documents below 11a. 11b. 11c.			

IMPORTANT INFORMATION - DOCUMENTS	
<p><b>Please note that visa officers may request additional documents as they consider necessary.</b></p> <ul style="list-style-type: none"> <li>All documents must be <b>original</b></li> <li><b>Documents must be translated and certified</b> - you must provide a certified translation into the English language of any documents not in English. Please send both the original documents and certified translations</li> <li><b>Letters must be original</b> and should be on official company headed paper and give full contact details for verification purposes. These must include a full postal address, name of contact, position in company, telephone number (landline) and email address where relevant. (Email addresses such as Yahoo or Hotmail are not accepted). Website address should also be included, if available.</li> <li>Please keep copies of all documents submitted with your application. Original documents such as marriage/birth certificates will be returned to you. However, bank statements, letters of invitation etc will not be returned.</li> <li>If there are specific documents that you wish to have returned to you, please submit a list of these with your application. Photocopies of these documents should be included in your application.</li> <li>The provision of all the documentation listed in no way guarantees that a visa will be granted</li> <li>Please do not purchase travel tickets prior to a decision being made on the visa application. Doing so may lead to unnecessary additional costs in circumstances where a visa is not granted.</li> </ul>	
<b>MISSING DOCUMENTS</b>	<b>Tick</b>
If you do not provide all the required supporting documents, but wish to submit your application anyway, please fill and sign the section below.	
1. I, the applicant, confirm that I have no other documents to submit <b>OR;</b>	
2. I, the applicant, am submitting the supporting documents indicated by a check mark in the corresponding checkboxes above. I understand that failure to submit all necessary documents may result in the application refusal, but have chosen to proceed with the application.	

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**Printed Name of Applicant**  
**Date**

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**Signature of Applicant**

**Received By:**

**Date:**