

The below is a list of required documents necessary for your application to a Short Stay (C) Tourist 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	Signed Letter of Application to include; 1. Your reason for wishing to visit Ireland, 2. Full name (as it appears on your passport), postal address, email address and phone number 3. Dates you plan to arrive and leave 4. The place(s) you will stay (address of friend/family, hotel etc.) 5. A description of who will pay (or help to pay) for your visit 6. A commitment from you that you will; - 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			
1a	Friend If visiting a friend, your letter must include: - The name(s) and address(es) of your friend(s) in Ireland - A description of how you and your friend(s) know each other - Documentary evidence of the relationship between you and your friend(s) (e.g. copies of letters, emails, photographs) - The names and addresses of any members of your family who also live in Ireland (even if you will not visit them) - The names and addresses of any members of your family who currently live in any other EU/EEA country or Switzerland			
1b	Family If visiting family, your letter must also include: - The names and addresses of all members of your family who live in Ireland (including family members you will not be visiting) - Documentary evidence to show you are related to them (for example, birth certificates and marriage certificates etc.) - Documentary evidence to show your relationship with them (for example, copies of letters, emails, photographs together, evidence of previous visits by applicant or reference etc)			

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2	<p>Fully complete the online application form, and submit;</p> <p>-signed summary application form,</p> <p>- 3 passport-sized color photographs (sign your name and write your visa application number on the back of each photo). Photo must comply with relevant photo guidelines.</p> <p>- relevant fee</p>			
3	<p>Invitation Letter</p> <p>Your friend(s) or family member(s) must provide a letter that states they are inviting you to Ireland to visit them. The letter must be signed and dated and must state:</p> <ul style="list-style-type: none"> - Family/Friend contact information - The reason they are inviting you to Ireland - The dates they plan to see you in Ireland - A description of how they know you - A statement that they understand you must obey the conditions of your visa in full, not rely on public services or become a burden on the state, and leave Ireland before your immigration permission expires <p>It must also include a clear legible color photocopy of the picture page of their National Identity Card or passport (including for Irish citizens).</p> <p>You must get a separate letter from each friend/family member you are visiting who has a different home address. A single letter for friends/family who live at the same address is acceptable.</p>			
3a	<p>If you are invited to stay with your friend(s) or family member(s) in their home, the letter must state:</p> <ul style="list-style-type: none"> - That they are inviting you to stay with them in their home - The dates you are invited to stay and their full postal address (including EirCode) 			
3b	<p>If the friend(s) or family member(s) inviting you to Ireland is a non-EU/EEA and non-Swiss citizen, the letter must include:</p> <ul style="list-style-type: none"> - A clear legible colour photocopy of their current valid Irish Residence Permit (IRP) or GNIB card - A clear legible colour photocopy of the current valid immigration permission stamp in their passport 			
3c	<p>If your friend(s) or family member(s) will help to pay for your vacation, the letter must include:</p> <ul style="list-style-type: none"> - A cost estimate and a description of what they will pay for (if appropriate), for example cost of airline tickets in Euro, cost of accommodation and living expenses for your short stay in Ireland. - Documents that prove they can afford to pay - a full description of necessary documents is outlined in the finance section below. 			
4	<p>Your current passport and a full copy of any previous passports</p> <p>NOTE: Your current passport must be valid for at least 6 months after your intended date of departure from Ireland.</p>			

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	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.			
5	A complete photocopy of the above current passport (all pages must be photocopied).			
Accommodation and Travel Plan				
6a	<p>Staying with your friend or family in their home</p> <p>For each friend or family member you stay with, include their:</p> <ul style="list-style-type: none"> - Full name - Full home address in Ireland - The dates you will stay with them <p>For each friend or family member you stay with, you must 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"> - Electricity - Gas - Water - Fixed line telephone, TV or broadband - 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 			
6b	<p>Staying in other Accommodation</p> <p>Include printed reservation confirmations (emails or letters) of your accommodation from:</p> <ul style="list-style-type: none"> - Hotels, guesthouses, hostels, B&Bs, AirBnBs, campsites etc. - Shared or free accommodation e.g. couchsurfing 			
7	<p>Travel and Medical Insurance</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>			
8a	<p>Travel to and from Ireland via a different country</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"> - Travel to Ireland directly from a different country (i.e. not your home country or a country where you are a legal resident) - Travel from Ireland directly to a different country - <p>The letter must also state if you need visas for those countries (or not)</p>			

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	<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>			
8b	<p>If you plan to study during your stay</p> <p>If you plan to study during your stay, include information about your study plan, such as:</p> <ul style="list-style-type: none"> - The name, address, phone number, website and email of the place you are studying (school, college or institution) - The name of the course you are attending and how long it will last - Proof you have reserved a place on the course (e.g. confirmation email or letter). 			
Finance Plan				
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				
9	<p>If you are paying for your own visit, you must include an up-to-date bank statement with your documents. The bank statement must:</p> <ul style="list-style-type: none"> - Be original and on headed bank paper (printed internet statements must be officially certified by the bank) - Show your name and address - Show the bank account number and account type - Show money paid in and out of the account over the last 6 months <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>			
9a	<p>If a friend or family member in Ireland is helping you pay for your visit:</p> <p>You must type or write an estimate of how much your friend/family member will spend (in Euro) and what they will pay for e.g. cost of airline tickets in Euro</p> <p>Your friend/family member must provide:</p> <ul style="list-style-type: none"> - An up-to-date bank statement, following the same rules as described above - If they are employed, they must provide: their 3 most recent payslips, their most recent P60 (tax document) and a letter from their employer that confirms they are employed. <p>You must also include your own personal bank statement, following the same rules described in 7 above.</p> <p>If they are self employed, they must provide a letter that includes:</p> <ul style="list-style-type: none"> - A description of their business and the products or service 			

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	<p>they provide</p> <ul style="list-style-type: none"> - Proof that their business is trading, for example: <ul style="list-style-type: none"> ▪ Their most recent financial accounts (clear colour photocopy) <p>Recent tax return (clear colour photocopy)</p> <ul style="list-style-type: none"> ▪ confirmation of payments from customers from within last 6 months (printed emails or letters) <p>You must also include your own personal bank statement, following the same rules as described above</p>			
9b	<p>If someone else (a third party) is helping to pay for your visit:</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"> - Full name and address - Telephone number - Email address (if available) - Website (if appropriate) <p>You must also include</p> <ul style="list-style-type: none"> - Proof of the relationship between you and the third party - Your own personal bank statement <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>You must include the following original documents from the third party:</p> <ul style="list-style-type: none"> • An up-to-date bank statement • If they are employed, they must provide: <ul style="list-style-type: none"> - Their 3 most recent payslips - Their most recent tax document - A letter from their employer that confirms they are employed • If they are self employed, they must provide a letter that includes: <ul style="list-style-type: none"> - A description of their business and the products or service they provide - Proof that their business is trading, for example: <ul style="list-style-type: none"> ➤ Their most recent financial accounts (clear colour photocopy) ➤ Recent tax return (clear colour photocopy) ➤ confirmation of payments from customers from within last 6 months (printed emails or letters) 			

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Proof You will Return Home Note: You must submit the relevant documentation outlined below depending on your work/study/family/property arrangements				
10a	<p>Work</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"> - Your 3 most recent payslips - A letter from your employer that states <ul style="list-style-type: none"> - How long you have been employed there - The dates you are on vacation - The date you will be returning to work in that job <p>If you are self-employed at home, you must show that you have an obligation to continue it. To do so, you must provide a letter that includes:</p> <ul style="list-style-type: none"> • A description of their business and the products or service they provide • Proof that their business is trading, for example: <ul style="list-style-type: none"> ○ Your most recent financial accounts (clear colour photocopy) ○ Recent tax return (clear colour photocopy) ○ Confirmation of payments from customers from within last 6 months (printed emails or letters) • The date you will return to your business at home 			
10b	<p>Education or Study</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"> - The course you are studying - How many years you have been a student there - How many years/semesters you have left there - Your school/college expects you to return to your studies after your vacation or study trip to Ireland 			
10c	<p>Family</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"> - Your family status (e.g. married, co-habiting, separated, divorced, bereaved) - Any children or dependents (e.g. elderly parents) <p>If you are married and your spouse is not coming to Ireland with you, you should include your original Marriage Certificate 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 original Birth Certificate with your</p>			

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	application.			
10d	<p>Property</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, utility bills)</p>			
Visa Refusals				
11	<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>			
12	<p>If you were ever refused entry to, deported from, or otherwise required to leave any country you must provide the original documentation given to you by the authorities of that country and a description of the reasons for deportation/ refusal.</p> <p>If you have any criminal convictions in any country you must provide documentation with your application and a description of the criminal convictions you hold.</p>			
Application Conditions for Young People				
13a	<p>For a young person travelling with both parents or legal guardians, include:</p> <ul style="list-style-type: none"> • The young person's original Birth Certificate with their application documents 			
13b	<p>For a young person travelling with one parent or legal guardian only, include:</p> <ul style="list-style-type: none"> • An original letter of consent signed by the young person's other parent/legal guardian • A photocopy of the other parent/legal guardian's passport or national identity card that clearly shows their signature • If you applying for more than one young person, include a separate original letter & photocopy of the parent's passport/identity card with each young person's application 			
13c	<p>For a young person travelling with an adult who is not their parent or legal guardian, include:</p> <ul style="list-style-type: none"> • An original letter of consent signed by both of the young person's parents/legal guardians • 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 • A photocopy of each parent/legal guardian's passport or national identity card that clearly shows their signature • If you are applying for more than one young person, include a separate original letter & photocopy of each parent's passport/identity card with each young person's application 			

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13d	<p>For a young person travelling alone (ie without a parent or any other adult), include:</p> <ul style="list-style-type: none"> An original letter of consent signed by both of the young person's parents/legal guardians A photocopy of each parent/legal guardian's passport or national identity card that clearly shows their signature If you are applying for more than one young person, include a separate original letter & photocopy of each parent's passport/identity card with each young person's application 			
13e	<p>If you are applying for a young person where a parent is deceased:</p> <ul style="list-style-type: none"> You must include the original Death Certificate of the deceased parent If you applying for more than one young person, include the original Death Certificate in one application and a photocopy in each other application 			
13f	<p>If you are applying for a young person where one parent has sole custody:</p> <ul style="list-style-type: none"> You must include the original Court Order that granted sole custody to the parent concerned If you applying for more than one young person, include a separate Court Order for each individual young person (as appropriate) 			
Additional Documents				
14	<p>Any other documents you wish to submit and not listed above. List these documents below</p> <p>14a. 14b. 14c.</p>			

IMPORTANT INFORMATION - DOCUMENTS	
Please note that visa officers may request additional documents as they consider necessary.	
<ul style="list-style-type: none"> All documents must be original Documents must be translated and certified - 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 Letters must be original 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. 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. 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. The provision of all the documentation listed in no way guarantees that a visa will be granted 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. 	
MISSING DOCUMENTS	Tick
<p>If you do not provide all the required supporting documents, but wish to submit your application anyway, please fill and sign the section below.</p> <p>1. I, the applicant, confirm that I have no other documents to submit OR;</p>	

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

Signature of Applicant

Received By:

Date: