

Irish Naturalisation and Immigration Service

Application for Visa

Explanatory Leaflet to assist you in completing the 'Application for Visa' Form

*Please read the following information **BEFORE** you complete your application form. Please also check our website for further information on Visas and the documentation you need to submit with this form.*

The application form is available only in English. This information leaflet is available on our website www.inis.gov.ie in Arabic, Chinese, French, Russian, Turkish and Urdu.

It may be possible for you to complete your application form online. Check www.inis.gov.ie for a list of supported countries

Who Should Complete This Form

To find out if you are a Visa-Required National please refer to our website www.inis.gov.ie and click on the link to 'Visas', then 'Do I Need a Visa?' This document will also tell you if you require a Transit Visa.

NOTE: Applicants for a Re-Entry Visa should NOT complete this form. A separate application form is available for this purpose.

Completing The Form

You must complete the form in **ENGLISH**. Please use **black ink** and complete in **BLOCK LETTERS**. Do not mark or strike through other areas of the form.

There are 13 Sections within the form and the sections appropriate to you will depend on your reason for travel and your personal circumstances.

For example:

- if you are applying for a Visit/Tourist/Business/Conference/Performance/Medical Treatment Visa you will fill Sections 1-8 and 12-13
- for a Study Visa you will fill Sections 1-8 and 11-13
- for an Employment, Research, or Van der Elst Visa you will fill Sections 1-9 and 12-13
- for a Transit Visa you will fill Sections 1-4, 10, and 12-13

Section 1 Summary Information

You must state:

- the type of visa you wish to apply for and whether you are applying for a Single Journey or a Multiple Journey visa - i.e. you need to tick 2 boxes on the top line of this section. Before you do so you must read the following notes:

A Short Stay (C) visa is for a period of 90 days or less

A Long Stay (D) visa is for a period over 90 days. Long Stay visas will not be issued for Tourist, Visit Family/Friend, Business, Conference or Transit visas, and some visas which come under the category of 'Other'

It is not our general practice to issue Multiple-Journey visas unless you have shown a compliant travel history to Ireland in the recent past. For a Short Stay visa, if you have held 2 previous Irish visas and have observed the conditions of these visas (e.g. you did not overstay or work illegally) you may apply for a Multiple-Journey visa. However, the purpose of these visas is to allow a person to travel to Ireland on a number of occasions during the dates shown on the visa, for short trips only. It is not permitted to use this category of visa to bypass immigration rules governing residency in the State - i.e. it is not possible to remain in Ireland for a period of 90 days and then seek to re-enter the country for a further period of up to 90 days. Any abuse of this may result in future applications being refused. The issuance of a Multiple Journey visa will be at the discretion of the Visa Officer.

If you are applying for a Long Stay (D) visa to work*, study or join family members you should apply for a Single Journey only. *If you are the holder of a Green Card, issued by the Department of Enterprise, Trade and Employment, or you are a nurse who holds a Work Permit, you can apply for a Multiple-Journey Visa.

Any person who is issued with a Long Stay (D) visa, whether Single or Multiple Journey, and intends to remain in Ireland for a period exceeding 90 days must register with the Garda National Immigration Bureau (GNIB) within 90 days of arrival in the State. (Please see www.garda.ie for further details). Once you have been issued with a Certificate of Registration (GNIB Card) you can apply for a Multiple-Journey

Re-entry Visa. For further Information on this matter please see our Frequently Asked Questions (FAQs) and the link to Re-Entry Visas on www.inis.gov.ie

- your reason for travel - if this is not listed then please tick 'Other' and give your reason in the box provided
- the proposed dates you wish to enter and leave Ireland
- your family name (surname), forename, maiden name or name at birth

- your date of birth and gender
- your country of nationality - this is the country for which you hold a passport. Dual nationals should state the country shown on the passport on which you intend to travel
- your Passport/Travel Document number
- you must sign your name and enter date in the appropriate boxes
- Please do not write in or mark the section for Official Use Only. Do not attach your photograph to this form, but print your name clearly on the back of the photo and submit with your form and supporting documentation

Section 2 Applicant Address Details

You must state:

- the name of the country in which you were born
- your current address, in full, (a Post Office Box address is not acceptable), the telephone number at which the Visa Officer can contact you during daytime working hours (a mobile number might be the best option), and your email address (if any). **Note:** Only your current address is required in this section and you should use all four rows if necessary, for example, enter the number of your house and the name of your street on line 1, the name of your town on line 2, your city or province on line 3 and your country on line 4.

Section 3 General Information

You must state:

- how long you have been residing in your current country of residence, and whether you have permission to return there after your stay in Ireland
- whether you have ever applied for a visa to Ireland before. Was this visa issued, if so state which Irish Embassy/Consulate/Visa Office you applied to, or the reference number which issued to you at that time
- have you ever been refused a visa for Ireland? If so, state which Irish Embassy you applied to or reference number which issued to you at that time
- whether you have ever been in Ireland before (either legally or illegally), and if so give the reason for your trip
- if you have previously resided in Ireland, give details of any reference numbers that may have issued to you - Department of Justice, Garda National Immigration Bureau (GNIB), PPS (Personal Public Service Number)
- whether you have any family members residing in Ireland, and if so provide the name, date of birth, relationship to you, and the Department of Justice Reference Number (if any) of your main family contact. Please include details of any further family members in Ireland with your supporting documentation

- whether you have ever been refused permission to enter Ireland - have you sought entry to the State at a Port of Entry and been refused entry by an Immigration Officer, whether or not you were in possession of a valid visa
- whether you have ever been deported from Ireland
- whether you have ever been refused a visa for any other country
- whether you have been refused entry to, or have been deported from, any other country
- if you answer yes to any of these questions please give details of the countries concerned and the relevant dates
- whether you have any criminal convictions and if so, give details of what you were convicted for, where and when, and the sentence you received

Section 4 **Applicant's Passport Details**

- You must give details of your current passport or travel document, the number, type, where it was issued, date of issue and date of expiry.
- If this is not your first passport, the same details should also be given for any previous passports/travel documents you have held.

Section 5 **Employment/College Details**

If you are currently employed in your country of residence you must give full details of this employment:

- Name of Employer, duration for which you have been employed, position held by you in the company, the full address of your workplace, and the business telephone number and email address of your employer

If you are currently a student in your country of residence you must give full details of the school or college you attend:

- Name, full address, telephone number and email address of the school or college

Section 6 **Are You Travelling With Others?**

- If you are travelling with any other person - friend, family member, business colleague, please state their name and relationship (if any) to you.
- If you are travelling as part of an organised group, please give the name of the Group Leader
- If you are not travelling as part of an organised group, and are travelling with more than 4 people, please give further details on a separate sheet and submit with your application

Section 7

Contact/Host in Ireland

- If you have no personal contact or host in Ireland you must give details of your accommodation - e.g. name and address of hotel where you have a confirmed booking. **Note:** If you change or cancel this booking prior to receiving a decision on your application, you must notify us immediately with full details of changes
- If your contact or host in Ireland is not personally known to you (e.g. in the case of a Business/Conference Visa) you should give their name, business address, and business telephone number
- If your contact or host in Ireland is known to you (e.g. a family member or friend) you must give their name, home address, the telephone number at which the Visa Officer can contact them during daytime working hours, their nationality, occupation, relationship (if any) to you, and if they are not an EEA (European Economic Area) national, their Department of Justice Reference Number. **Note:** For a list of EEA countries, please see our Frequently Asked Questions on www.inis.gov.ie

Section 8

Your Family

Please state your personal status - if you are single, married, widowed, divorced, separated, have an unmarried partner, or are in a Civil Partnership

Please state:

- your spouse/partner's surname, forename, maiden or other names if any, date of birth, gender, and passport number
- whether your spouse or partner is travelling with you and if so, do they have their own passport or are they included on yours
- the country in which they currently reside
- the number of dependent children you have - (if none, please enter '0' in the box provided)
- their surname, forename, date of birth, gender, and the country in which they now reside
- whether they are travelling with you, and if so, do they have their own passport, or are they included on yours
- if you have more than 6 dependent children, please give further details on a separate sheet and submit with your application

Section 9 Employment in Ireland

If you have been issued with an Employment Permit from the Department of Enterprise Trade and Employment - Work Permit, Green Card, Intra-Company Transfer, or you are applying for a *Van der Elst* Visa you must complete this section

Please state:

- your Employment permit Number (not applicable for *Van der Elst* Visas)
- the name and full address of the company where you will be working
- a contact name within the company, and the contact's business telephone number and email address

Section 10 Transit

A Transit Visa does not permit you to enter Ireland - i.e. leave the Airport. It only allows you to pass through in direct transit to another country.

If you require a Transit Visa, please state the name of the country to which you are travelling, the date you arrive and depart Ireland, the name of the Port through which you will transit, if by plane, your flight numbers, and details of the visa you hold for the country of final destination - number, date of issue, date of expiry and place of issue.

Section 11 Application for a Study Visa

- Before you complete this section please read our Student Visa Guidelines on www.inis.gov.ie If you are applying to one of our Visa Offices in Abuja, Beijing, Cairo, London, Moscow or New Delhi you are advised to also check their websites for details of any further documentation which may be required. Contact details for each office can be found on www.dfa.ie under 'Services to the Public'
- Please confirm that you have been accepted on a course of study in Ireland
- Give the name of the college where you have been accepted on a course of study, the title and duration of the course, confirm if fees have been paid in full, the number of hours of organised daytime tuition you will attend each week, and state whether you have previously studied in Ireland. If you have previously studied in Ireland, give details of the course, college and dates
- If this course is a preliminary/preparatory course which you must complete before you can take your place on your main course of study, you will also need to provide the same details for your 2nd course on a separate sheet and submit with your supporting documentation
- Please state if you can speak English. Please give details of any internationally recognised English Language Test taken by you - e.g. IELTS, TOEFL, etc, and the overall result achieved.

- Please give full details of your educational qualifications to date, and explain any gaps between your last period of education and this application
- List all periods of previous employment. If you have never previously been employed please write N/A in the first box
- Give details of how you will be supported financially - tick Self, Sponsor or Other. If you choose Other, please give details in box provided.
- If you are being sponsored, please say how many sponsors you have. If you have more than one sponsor, please give the name of the main sponsor, their relationship to you, their address and daytime telephone number
- You must include details of any other sponsor with your supporting documentation. For all sponsors, in addition to the details above, you must also provide details and evidence of their employment, the length of time they have been employed in their present job, their level of salary, bank accounts etc. Please check the websites listed above for full details
- Please answer all questions fully, ensuring any gaps in your education or employment history are accounted for. If any questions are left unanswered your application will be refused
- Original English Language and Educational Qualification certificates must be submitted with your application

Section 12 Assistance with this Form

All applicants should complete this Section. If you answer 'Yes' then give the name of the Agent, the Agency you used, and the business address and telephone number of the Agency.

Section 13 Declaration by Applicant

When you have completed the form fully, you must read, sign and date this Declaration.

If you receive assistance in completing the form, you must make sure that all the information provided is true and correct before you sign the Declaration.

If the Visa Applicant is under the age of 16 years, the parent or guardian should complete the form and sign the Declaration.

Unsigned forms cannot be accepted and will be returned to you.

Who Can Be Included in This Application

Only one passport holder can apply on one form. If you are travelling with dependents who are included in your passport, you will not need to fill a separate form for them. However, you must ensure that you tick the correct

box under Section 8 ('if yes, on your passport?') and complete their details. If your dependents have their own passport, a separate form (and fee) is required.

What Documents Are Required With This Form

All applicants are required to provide:

- A valid passport or travel document
- The appropriate fee (€60 for single entry, €100 for Multiple entry)**see note below*
- The supporting documentation relevant to the type of visa you are applying for. Please see our website www.inis.gov.ie for details, under the link '*Documents Required*'. If you are applying to one of our Visa Offices in Abuja, Beijing, Cairo, London, Moscow or New Delhi you are advised to also check their websites for details of any further documentation which may be required. Contact details can be found on www.dfa.ie under 'Services to the Public'
- A recent passport sized colour photograph of each person included in the application (including children). This should be:
 - No more than 6 months old
 - Minimum size 35mm x 45mm, maximum size 38mm x 50mm
 - Printed on photographic paper
 - Sharp and clear, and taken against a plain white or light grey background
 - A frontal pose looking directly at the camera and showing full face. The face should take up 70-80% of the photograph. The expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes.
 - Only head coverings worn for religious reasons are permitted. Hair bands are not allowed
 - Sunglasses are not acceptable. If glasses are worn they should be of clear glass so that the eyes are visible
 - **NOTE: Please print your name clearly on the back of all photographs submitted - do not attach photograph to your application form**

All documentation submitted with any visa application must be in English or accompanied by a notarised translation.

Where to Submit Completed Application Form

You should submit your completed application form along with all the necessary supporting documentation and the appropriate fee to the Irish Embassy/Consulate or Visa office in, or accredited to, your country of permanent residence.

Details of the appropriate office can be found on www.dfa.ie under the link '*Services to the Public*'

***Note on fees:**

You will need to check with your local Irish Embassy/Consulate/Visa Office for the current fees payable in local currency, and the method of payment accepted. The fee charged is a Visa Processing fee and is non-refundable, regardless of the outcome of your application.

The spouse and certain other family members of EEA (including Irish) and Swiss nationals are exempt from fees. To avail of this exemption, a spouse of an EEA/Swiss national must produce the original passport of the EEA/Swiss national **and** original marriage certificate as evidence. Other family members will need to check with their local Irish Embassy/Consulate/Visa Office to see if a fee is payable, and the documentation required to avail of any exemption.