



Ambassade d'Irlande  
Service des Visas  
4 Rue Rude  
75116 Paris

## **BUSINESS VISA**

**Your visa application must be completed on the internet beforehand.**

**Documentation required when applying for a business visa  
to travel to Ireland.**

**PLEASE NOTE THAT ALL DOCUMENTS LISTED BELOW  
MUST BE INCLUDED WITH THE APPLICATION  
AS INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**All documents listed must be ORIGINAL. (No fax or scanned accepted)  
All documents (except for your banking statements and payslips) must be in  
**ENGLISH** or accompanied by a translation.**

	<b>Documents required</b>
1.	Application form completed in full, signed and dated by you, the applicant.
2.	Your original passport, valid for 6 months after your date of departure from Ireland.
3.	Two recent <u>colour</u> passport size photos.
4.	Original carte de séjour or a certified copy, valid at least 3 months after your date of departure from Ireland.
5.	Processing fee (cheque or mandate payable to 'Ambassade d'Irlande').  Note: For postal applications fee of 8€ and a self addressed envelope for return of your passport and documents must be included.
6.	Full details of the reason for your trip(s) (meeting, training etc).
7.	An <u>original up to date signed letter on official headed paper from your employer</u> confirming that you are undertaking this business trip on the company's behalf, the purpose of the trip, dates of the trip and outlining who is responsible for the costs of the trip (travel, accommodation, expenses etc). A confirmation of the hotel booking or employer's letter specifying accommodation if they are responsible for the costs.  Note: The letter should be dated within the 4 week period immediately prior to your date of application. If a number of trips are required/envisaged, this must be clearly stated in the letter.

8.	<p>An <u>original up to date, signed letter on official headed paper from the Irish company</u> confirming the business trip, dates, reason for the trip, full contact details and details of who will meet the costs of the trip.</p> <p>Note: The letter should be dated within the 4 week period immediately prior to your date of application. If a number of trips are required/envisaged, this must be clearly stated in the letter.</p>
9.	<p>If you are responsible for the costs of the trip, evidence of how you intend to finance your trip and support yourself for the duration of your visit in the form of up to date bank statements for the 6 month period prior to your trip.</p> <p>Bank Statements should include the most recent transactions for the account up to the date of your application and:</p> <ul style="list-style-type: none"> <li>(i) must be original</li> <li>(ii) must show your current address and</li> <li>(iii) must show a positive credit balance. Lump sum lodgements made shortly before your application will not be considered.</li> </ul>
10.	<p>Details of any previous applications you have made for Irish visas including refusals.</p>
11.	<p>If you have been refused a visa for any other country details of this should be submitted.</p>
<b>Note</b>	<p><b>The Visa Officer reserves the right to request additional documentation, if required, in support of your application. The provision of all of the documentation listed in no way guarantees that a visa will be granted.</b></p>