



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

EMPLOYMENT VISA

**Documentation required when applying for a VISA to VISIT Ireland
(Holiday, visit friends/family, wedding etc)**

**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.
All documents (except for your banking statements and payslips) must be in
ENGLISH or accompanied by a translation.**

Employment or Intra-company Transfer - visa application documents Required

- Fully complete the online application form, and submit your signed summary application form, photographs and fee.
- In addition to the signed summary application form, please also submit a signed letter of application
 1. outlining your reason for wishing to visit Ireland,
 2. giving details of any members of your family who are currently in Ireland, or any other EU State.
 3. stating how long you plan to stay,
 4. undertaking that you will observe the conditions of your visa, that you will not become a burden on the State, and that you will leave the State on the expiry of your permission to remain.
- Passport, valid for 12 months, and copy of previous passport if applicable.
- If you have been refused a visa for any other country, details of this must be given. Submit the original letter issued to you by the authorities of that country. Concealment of visa refusals will result in your Irish visa application being refused.
- A detailed statement of your bank account covering a six-month period immediately prior to your visa application, and showing sufficient funds to cover your costs.
- Valid Work Permit Intra-Company Transfer Permit. Medical Doctors please note: not all non-EEA doctors require an employment permit to work in Ireland.
See <http://www.inis.gov.ie/en/INIS/Pages/WP10000012> and <http://www.djei.ie/labour/workpermits/doctors.htm> for further information

TEL: 01.44.17.67.42 FAX: 01.44.17.67.50 EMAIL paris@dfa.ie

- Employment Contract (if any)
- Letter from employer in Ireland confirming details of the job you will take up and the salary you will be paid. If accommodation is being provided by your employer details of this should also be given.
- Evidence of qualifications and previous work experience in this area may be requested by the visa officer

NOTES

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.

All letters submitted 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.

All of the above documents must be submitted with your application

All documentation must be in English or accompanied by a notarised translation

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.

If you come to Ireland for employment under the Work Permit Scheme, you cannot apply for family members to join you until you have been here for a minimum of one year, and your work permit has been extended for a further 12 months, unless you come within the Skills Categories listed under Schedule A in the above document.

Only a spouse and children under the age of 18 years are eligible to apply to join you.

Adult children (over 18) are not eligible to join you unless they hold a work permit and apply for an Employment Visa, or they wish to study in Ireland and meet our Student Visa Requirements.

You must be able to show that your earnings are sufficient to maintain your family without recourse to public funds.

Details of requirements for family members wishing to join you can be found below.

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