

New Delhi Visa Office, Embassy of Ireland

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## How to apply for a Student Visa in Ireland – Sri Lanka

Step 1	Apply online	Week 12
Step 3	Collect all your documentation and ensure you make copies of all original documents	Week 11
Step 2	Make an appointment with the Irish Consulate in Colombo	Week 10
Step 3	Submit application and all documents to the Irish Consulate in Colombo	Week 8
Step 4	Your application will be processed in the New Delhi Visa Office	Week 8 - 4
Step 5	When the New Delhi Visa Office has made a decision, the Irish Consulate in Colombo will forward on the decision to you	Week 6 - 4
Step 6	If you were granted a visa, you can book your flights and make all your travel arrangements	Week 4
Step 7	If you were refused a visa, you can appeal the decision by addressing all the reasons for the refusal in your cover letter	Week 4-3

**Remember not to pay for any flights or any other travel tickets until you have been issued with a visa**

1.	Applications are made online and full details are available at the following link <a href="https://www.dfa.ie/irish-embassy/india/visas/applying-for-irish-visa/">https://www.dfa.ie/irish-embassy/india/visas/applying-for-irish-visa/</a> or log onto <a href="http://www.inis.gov.ie">www.inis.gov.ie</a>
2.	You must complete the Supplementary Form which is available at <a href="https://www.dfa.ie/irish-embassy/india/visas/visa-requirements/">https://www.dfa.ie/irish-embassy/india/visas/visa-requirements/</a> or log on to <a href="http://www.inis.gov.ie">www.inis.gov.ie</a> . <b>Incomplete Supplementary Forms will result in the application being refused.</b>
3.	Gather up all your documentation and make copies of all original documentation as listed on our website <a href="https://www.dfa.ie/irish-embassy/india/visas/visa-requirements/">https://www.dfa.ie/irish-embassy/india/visas/visa-requirements/</a> or log onto <a href="http://www.inis.gov.ie">www.inis.gov.ie</a> . If the original documents need to be returned to you, you must clearly provide a list of the documents which must be returned to you. <b>Any fraudulent documentation submitted will result in the application being refused. Any required documentation missing with the application will result in the application being refused</b>
4.	Once you have all your documentation, you can make your appointment with the Consulate in Colombo and submit your application, passport, and documentation and provide your biometrics. Check both our website and INIS to ensure that you have all the documents to submit for your appointment. Full details are at this link <a href="https://www.dfa.ie/irish-embassy/india/visas/applying-for-irish-visa/">https://www.dfa.ie/irish-embassy/india/visas/applying-for-irish-visa/</a> or log onto <a href="http://www.inis.gov.ie">www.inis.gov.ie</a>
5.	Once the New Delhi Visa Office receives your application, it will be processed in date order. <b>Remember the New Delhi Visa Office will not request any further documentation from you. If there are missing documents, this could result in a refusal.</b>

## Study Visa Checklist

1.	Have you printed off the Avats summary sheet and signed and dated it?	
2.	Have you completed the supplementary form fully and properly and signed and date it?	
3.	Have you submitted documentation on your parent's income, employment details and finances even if they are not your sponsors?	
4.	If applicable did you disclose details of any adverse/negative immigration history such as previous visa refusals, deportation from another country or leave curtailment? <b>If you have not disclosed this information your application will be refused and you will not be able to apply for an Irish visa for 5 years.</b>	
5.	Have you submitted your letter of offer from the college/university (original or scanned PDF)?	
6.	Have you submitted documentation on how you have paid the fees and the Electronic Fund Transfer (EFT)?	
7.	Have you submitted your current and all previous passports? If you are unable to submit your previous passports have provided an explanation?	
8.	Have you submitted a Police Clearance Certificate?	
9.	Have you submitted the original certificate with the results of your English language test?	
10.	Have you submitted all the documentation which was requested? Check <a href="http://www.inis.gov.ie">www.inis.gov.ie</a> or <a href="https://www.dfa.ie/irish-embassy/india/">https://www.dfa.ie/irish-embassy/india/</a> (include original educational certificate)	
11.	Have you submitted all the documentation which was requested on the Supplementary Form?	

**The onus is on the applicant to fully complete the Supplementary Form and submit all their documentation to VFS to ensure that the application can be processed without delay.**

**If all the documentation has not been submitted and the Supplementary Form has not been completed fully this will result in your application being refused.**

**Remember not to pay for any flights or any other travel tickets until you have been issued with a visa.**