

### Short Stay Conference

	<b>Documents Required</b>	<b>Check Box</b>
1	Fully completed and signed visa application form	
2	Current passport with 2 clear pages and valid for at least 6 months after your return from Ireland	
3	Previous Passports (if any)	
4	2 colour passport photographs(one to be glued to the top left of your application form)	
5	Visa Fee	
6	Letter from current employer on headed paper confirming: <ul style="list-style-type: none"> <li>• Details of your current employment (job title, length employed, salary). Letter should include contact details for employment so that the information can be verified</li> <li>• Your proposed attendance at the conference and the relevance of the conference to your employment/professional development</li> <li>• Location of the conference and duration of your proposed stay</li> <li>• Who is paying for the cost of your attendance at the conference</li> </ul>	
7	Letter from the conference host in Ireland on headed paper confirming: <ul style="list-style-type: none"> <li>• Your attendance at the conference</li> <li>• Details of the date, nature, location and duration of the conference</li> <li>• Registration fee, if applicable, has been paid.</li> </ul>	
8	If you are attending the conference in a private capacity, you will have to provide evidence of your finances. A detailed statement of your bank account covering a six month period immediately prior to your visa application is required. An explanation as to why you, and not your employer, is paying should also be included.	
9	Copy of marriage certificate, birth certificates of children, car/property ownership certificates if any	
10	If you have been refused a visa for any other country, details of this must be given. Submit a copy of the letter issued to you by the authorities of that country. Concealment of visa refusals will result in your Irish visa application being refused	