

Short Stay Training

	Documents Required	Check Box
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"> • Details of your current employment (job title, length employed, salary) • Nature, purpose and duration of the training • Who is paying for the costs of the training • If a multiple entry visa is required and the reasons why it is needed 	
7	Letter from the business in Ireland on headed paper confirming: <ul style="list-style-type: none"> • Reason for the training • Duration of the visit • Who is paying the cost • If a multiple entry visa is required and the reasons why it is needed 	
8	If you are paying for the cost of the training course privately, 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.	
9	Copy of marriage certificate, birth certificates of children, car/property ownership certificates	
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	