

**Documentation required when applying for  
a conference 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 and must include a copy where you want  
the original returned.**

**All documents must be in English or  
accompanied by a notarised translation**

	<b>Document Required</b>	<b>Original</b>	<b>Copy</b>
1.	Online summary sheet, signed and dated by you, the applicant		Not required
2.	Your original passport, valid for at least 6 months after your date of departure from Ireland with at least 2 blank visa pages. Please include a photocopy of the passport bio page, all visas and all stamps. If you hold other passports or have held previous passports, you must submit them with your application. If you are unable to do so, a written explanation must be provided along with any relevant police reports.		
3.	1 recent photo that conforms to requirements detailed here <a href="http://www.inis.gov.ie/en/INIS/Pages/Photo%20Requirements">http://www.inis.gov.ie/en/INIS/Pages/Photo%20Requirements</a>		Not required
4.	Evidence of your permission to reside in Spain (stamp, sticker or residence card) valid for at least 3 months after your date of departure from Ireland		
5.	Processing fee (bank transfer payable to the Embassy of Ireland, details of which are at <a href="http://www.dfa.ie/irish-embassy/spain">www.dfa.ie/irish-embassy/spain</a> )		Not required
6.	A letter giving full details of the reason for your visit (what is the conference?)		Not required
7.	An <u>original, signed and dated letter on official headed paper</u> from the conference host confirming that you will be attending the conference and including details of the nature, dates, place and duration of the conference, and that the registration fees, if any, have been paid. Note: The letter should be dated within the 4 week period immediately prior to your date of application.		Not required
8.	An <u>original, signed and dated letter on official headed paper</u> from your employer or college confirming that you will be attending the conference and outlining its relevance to your employment or course of study. Note: The letter should be dated within the 4 week period immediately prior to your date of application.		Not required
9.	Written evidence from either your employer/college and/or the conference host showing who will be responsible for all costs (including travel, accommodation and expenses).		Not required
10.	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 3 month period immediately prior to your visit. Bank Statements should include the most recent transactions for the account up to the date of your application and: (i) must be original		

	(ii) must show your current address and (iii) must show availability of sufficient funds to cover the costs of your proposed trip. Lump sum lodgements made shortly before your application will not be considered.		
11.	Details of any previous applications you have made for an Irish visa including those refused.		Not required
12.	If you have been refused a visa for any other country details of this should be submitted. Failure to disclose previous visa refusals will result in your Irish visa application being refused		
13.	<b><i>For postal applications, a prepaid self addressed Special Delivery envelope for return of your passport and documents</i></b>		Not required

**Please Note: All letters should be dated within the 4 week period immediately prior to your date of application.**

**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.**

**You must leave the State on or before the date which has been stamped on your passport by the Immigration Officer. (The dates on your visa refer to the dates during which you can seek to enter the State)**

#### **Note to Conference Organisers**

When organising a conference at which you expect to have delegate/attendees from visa required countries, it is imperative that arrangements for the issuance of visas are made in adequate time.

It is recommended that you notify the visa office well in advance giving full details of the conference and where possible, a list of the delegates that wish to attend.

This list should clearly indicate guest speakers and other delegates whose attendance at the conference is vital. If conference organisers can vouch for the bona-fides of any delegates, they should provide full details. Where the conference organiser has simply been contacted by someone who obtained their details from a website, they should also inform the visa office of this. The visa office will decide the merits of those applications based on all of the information submitted.