

**Documentation required when applying for a visa to travel to Ireland
to take up employment**

**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**

	Document Required	Original	Copy
1.	Online summary sheet, signed and dated by you, the applicant – you must ensure that your online application has been fully completed		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 http://www.inis.gov.ie/en/INIS/Pages/Photo%20Requirements		Not required
4.	Evidence of your permission to reside in Spain (stamp, sticker or residence card).		
5.	Processing fee (bank transfers should be made payable to the Embassy of Ireland, details of which can be found at www.dfa.ie/irish-embassy/spain)		Not required
6.	A valid work permit *		
7.	The employment contract (if any)		
8.	A letter from the employer in Ireland confirming details of the job you will take up and the salary being paid. If accommodation is being provided by your employer, details of this should be included in the letter. Note: The letter should be dated within the 4 week period immediately prior to your date of application.		
9.	For postal applications, a self addressed envelope for return of your passport and documents		Not required
	Note: evidence of qualifications and previous work experience in this area may be requested by a visa officer.		

*** PLEASE NOTE THAT THIS TYPE OF VISA WILL ONLY ALLOW YOU
TO TRAVEL TO IRELAND –
YOU WILL REQUIRE A SEPARATE WORK PERMIT TO WORK IN IRELAND**
(details of how to obtain this are available on the website of the Department of Jobs,
Enterprise and Innovation <http://www.djei.ie/labour/workpermits/>)

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.