

Documentation required when applying for a CONFERENCE visa to travel to Ireland

**PLEASE NOTE THAT ALL DOCUMENTS LISTED BELOW MUST BE INCLUDED WITH YOUR APPLICATION
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

All documents must be **ORIGINAL** (unless otherwise stated)
All documents must be in English (or be accompanied by a notarised translation)

Important Notes

- All letters should be dated within the 4 week period immediately prior to your application date
- 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 does not guarantee that a visa will be granted

Please refer to the following webpage for information on preparing your application and the conditions associated with any visa that may be granted to you: <http://www.inis.gov.ie/en/INIS/Pages/visas-policy-guidance>

<p>1. Application Form:</p> <ul style="list-style-type: none"> • Online summary application form, signed and dated by you, the applicant 	<input type="checkbox"/>
<p>2. Passport(s):</p> <ul style="list-style-type: none"> • Your original passport, valid for at least 6 months after your date of departure from Ireland with at least 2 blank visa pages • If you hold other passports, or have held previous passports, you must also submit them with your application. If you are unable to do so include a written explanation along with any relevant police reports • Photocopy of your bio-page and all visas and stamps in your passport(s) – all immigration stamps and visas for all travel. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>3. Photo:</p> <ul style="list-style-type: none"> • 2 recent photos (not more than 6 months old) that conforms to the requirements detailed here: http://www.inis.gov.ie/en/INIS/Pages/visa-application-photos 	<input type="checkbox"/>
<p>4. Residence Permission:</p> <ul style="list-style-type: none"> • Evidence that you have permission to reside in the country from which you are applying. • Photocopy of your permission to reside in the country from which you are applying (copy of front & back of residency card or stamp or sticker in passport) 	<input type="checkbox"/> <input type="checkbox"/>
<p>5. Previous Visa Refusal Details:</p> <ul style="list-style-type: none"> • Details of any previous Irish visa applications you have made, including any which were refused • Details of any visa refusal(s) for any other country. Failure to disclose previous visa refusals will result in your Irish visa application being refused • Photocopy of any original documentation to do with previous visa refusal(s) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>6. Processing Fee:</p> <ul style="list-style-type: none"> • Please check our website to see if you are required to pay a fee. Applications submitted by post must include proof of payment. Applications submitted at Embassies or Honorary Consulates must be paid for in cash. No card payments can be accepted. 	<input type="checkbox"/>
<p>7. Letter from Conference Host:</p> <ul style="list-style-type: none"> • A signed letter from the conference host confirming that you will attend the conference and that relevant fees have been paid. It should also include information about the conference: title, venue, dates, duration etc. If the conference host will be responsible for the costs of you attending the conference (travel, accommodation, expenses etc.) this must be specified. The letter must be on headed paper with the company's contact and registration details. 	<input type="checkbox"/>

<p>8. Letter of Employment/Study:</p> <ul style="list-style-type: none"> • A signed letter from your place of employment or study on headed paper with full contact details. This should confirm you will attend the conference and outline its relevance to your employment or course of study. If your employer/place of study will be responsible for the costs of you attending the conference (travel, accommodation, expenses etc.) this must be specified. 	<input type="checkbox"/>
<p>9. Evidence of Funds:</p> <p>If you are personally responsible for the costs of your intended business travel you must provide:</p> <ul style="list-style-type: none"> • A written explanation of why you are personally responsible and not your employer or inviting company • Your 3 most recent payslips. • Your up-to-date bank statements for the 6-month period immediately prior to your application showing most recent transactions for the account, including any salary or other regular income, up to the date of your application. These must: <ul style="list-style-type: none"> ○ Be original or a print-out which has been stamped by a branch of your bank ○ Show your current address ○ 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 • Photocopies of any bank statements you want returned to you <p>Please note that there is no set amount of funds that will result in the approval or refusal of an application. The Visa Officer will decide whether you have enough funds based on your individual circumstances.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>