

Documentation required when applying for a visa to travel to Ireland to begin EMPLOYMENT

**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>

1. Application Form: <ul style="list-style-type: none"> • Online summary application form, signed and dated by you, the applicant 	<input type="checkbox"/>
2. Passport(s): <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"/>
3. Photo: <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"/>
4. Residence Permission: <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"/>
5. Previous Visa Refusal Details: <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"/>
6. Processing Fee: <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. Work Permit</p> <p>You must obtain a separate work permit to enable you to take up employment in Ireland <u>before</u> you apply for an employment visa. Information about work permits may be found on the website of the Department of Business, Enterprise & Innovation – www.dbei.gov.ie</p> <ul style="list-style-type: none"> • Valid work permit issued by the Department of Jobs, Enterprise and Innovation • Photocopy of your work permit 	<input type="checkbox"/> <input type="checkbox"/>
<p>8. Employment contract:</p> <ul style="list-style-type: none"> • Contract of your intended employment in Ireland, if applicable • Photocopy of your employment contract 	<input type="checkbox"/> <input type="checkbox"/>
<p>9. Letter from your employer in Ireland:</p> <ul style="list-style-type: none"> • A signed letter from your employer in Ireland confirming details of your position and salary to be paid. If your employer is to provide you with accommodation, details of this should also be included. The letter must be on headed paper with the company's contact and registration details 	<input type="checkbox"/>