



### CONFERENCE/EVENT VISA

Documentation required when applying for a short-stay conference/ event visa for travel to Ireland.

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

If you do not submit the required documentation, your application may be refused on the basis of insufficient documentation.

All documents listed must be **ORIGINAL**. (You should also provide copies of original documents you want returned).

All documents (except for your bank statements and payslips) must be in **ENGLISH** or accompanied by a translation. Bank statements must be originals or stamped by the bank.

	Documents required
1.	<a href="#">Application form</a> completed in full, signed and dated by you, the applicant.
2.	Your original passport or a full copy of your passport (all pages), valid for 6 months after your date of departure from Ireland.
3.	Two recent <u>colour</u> passport size photos (with a white background). Not more than 6 months old. Photo guidelines on the <a href="#">Immigration Service Delivery</a> website. Your name signed and visa application reference number must be printed clearly on the back.
4.	Original <b>Belgian residence card</b> or a certified copy, valid at least 3 months after your date of departure from Ireland. If your residence card is due to expire less than three months after your return from Ireland, please include a letter from the issuing authority confirming that your residence card will be extended.
5.	Processing fee. (details of fees & exemptions can be found on <a href="#">our website</a> in the 'Fees and Payment Information' tab) No credit/debit cards accepted. Note: For postal applications, a fee of 15€ for return of your passport and documents by registered post must be included.
6.	<b><u>A signed and dated letter of application including your full contact details:</u></b> <ul style="list-style-type: none"> <li>• Outlining the reason for visiting Ireland,</li> <li>• Dates of travel to and from Ireland,</li> <li>• Providing details of where you intend to stay while in Ireland, including dates you will stay at each place.</li> <li>• Stating that the cost of trip is being covered by yourself, or details of the company funding the costs of the trip,</li> <li>• Undertaking that you will observe the conditions of your visa, that you will not become a burden on the State, and that you will leave the state on the expiry of your permission to remain.</li> <li>• If you intend travelling to or from Ireland via a different country, and visas are required or not for these countries.</li> </ul>



7.	<p><b>An original, signed and dated letter on official headed paper from the conference host in Ireland</b> confirming that you will be attending the conference and including details of the nature, dates and location of the conference, and that the registration fees, if any, have been paid. The letter should also outline who will cover the costs of the trip (travel, accommodation, expenses, etc.).</p> <p><i>Note: The letter should be dated within the 4 week period immediately prior to your date of application</i></p>
8 (A)	<p><b>An original, signed and dated letter on official headed paper from your employer or college confirming that you will be attending the conference</b>, outlining its relevance to your employment or course of study, and confirming that you will be returning there following your visit to Ireland. The letter should also outline who will cover the costs of the trip (travel, accommodation, expenses, etc.).</p> <p><i>Note: The letter should be dated within the 4 week period immediately prior to your date of application</i></p>
8 (B)	<p>Also provide payslips from the <b>3 months</b> prior to your visa application.</p>
9.	<p><b><u>If you are responsible for the costs of your own business trip</u></b>, you must provide an up-to-date bank statement for the 6 month period prior to your travel. Bank Statements should include the most recent transactions for the account up to the date of your application and:</p> <ul style="list-style-type: none"><li>• must be <u>original or stamped</u> by the bank if printed from the internet</li><li>• must show your name and current address and</li><li>• must show a positive credit balance. Any large lodgement must be explained.</li><li>• If you submit a bank statement from a savings/deposit account, you must include an original letter from your bank (on headed paper) confirming you can withdraw money from it.</li></ul> <p>If a third party (full contact details required) is covering your costs, you must show how you are linked/known to this person. You must include 6 months bank statements for the third party and yourself.</p> <p>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>
10.	<p><b><u>Proof you will return to Belgium:</u></b></p> <ul style="list-style-type: none"><li>• 3 most recent original payslips</li><li>• if you have family in Belgium, you must prove that you will return to them:</li><li>• Description of your family status (married, co-habiting, divorced, separated, etc.), and any children or dependents (elderly parents).</li></ul>



	<ul style="list-style-type: none"><li>• If you are married and your spouse is not coming to Ireland with you, you should include your original marriage certificate</li><li>• If you have children aged under 18 and they are not travelling with you, you should include their original birth certificates</li><li>• Evidence of any property you own/rent: title deed/ rental agreement<ul style="list-style-type: none"><li>○ If you do not have a rent contract in your own name, please submit a “composition of residence/ family composition” certificate issued by your local town hall, dated within the last 4 weeks.</li></ul></li></ul>
11.	<p>Details of any previous applications you have made for Irish visas including refusals.</p> <p>If you have been refused a visa for <b>any</b> other country details of this should be submitted. The original letter issued to you by the authorities of that country must be provided with your application.</p> <p>Your application for an Irish visa will be refused if you do not include information about past visa refusals.</p>
12.	<p><b><u>Travel/ medical insurance:</u></b> (not the European Health Insurance Card)</p> <p>If your application for a visa is approved, you <b>must</b> get travel/medical insurance before you travel. You may not be allowed to enter Ireland without it.</p> <p>In some cases, you may be asked to submit proof that you have insurance before a visa is granted.</p>
Note	<p><b>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.</b></p> <p><b>Photographs of documents cannot be accepted.</b></p>

**Please also provide copies of any original documents you wish to have returned.**

**This document is intended as an assistance document for applicants for an Irish Conference/Event Visa. It covers most types of applications but may not cover all scenarios.**

**Further information on applying for a Conference/Event Visa can be found on the [Immigration Service Delivery](#) website.**