



**STUDY VISA**

**Documentation required when applying for a short stay Study Visa in 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.	<b>Your original passport, valid for 6 months minimum</b> 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="#">INIS website</a> . 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 for 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 fee exemptions can be found on <a href="#">our website</a> ) No credit/debit cards accepted. Note: For postal applications, a fee of 10€ for the return of your passport and documents via 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 wanting to come to Ireland</li> <li>• Dates of travel to and from Ireland,</li> <li>• Giving details of any family members who are currently in Ireland or in any other EU state</li> <li>• If the course you wish to follow does not follow naturally your educational/ employment history, give valid reasons, supported by documentary evidence for this change</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> </ul>

7.	<p><b><u>Letter of acceptance from the college in Ireland:</u></b></p> <ul style="list-style-type: none"> <li>• Confirming your acceptance on a full-time education, with a minimum of 15 hours organised daytime tuition per week</li> <li>• Details of the course you will be studying; place and duration</li> <li>• The amount of fees payable, stating the amount that has already been paid</li> <li>• Stating if the college has taken out medical insurance on your behalf</li> <li>• Accommodation should be specified. If accommodation is not provided by the university, please see 13.</li> </ul> <p><b>Note:</b> if the course fees are less than €6,000, full payment must be made to the college prior to the visa application. If the course fees are over €6,000, this amount must be at least paid to the college prior to your application. This minimum amount is an Immigration requirement; however the college you wish to attend may require full payment of fees.</p> <p>NOTE: The letter should be dated within the 4 week period immediately prior to your date of application. No electronic signature on the original letter.</p>
8.	<p><b><u>Evidence for any gaps in your educational history:</u></b> between your last period of full time education and your application to study in Ireland. If the gaps are filled by periods of employment, you must give your full details of your employment.</p>
9.	<p><b><u>Evidence fees have been paid to college:</u></b> a copy of an electronic transfer of funds (EFT) to the Irish bank of the college or a valid original receipt showing that the course fees have been lodged</p>
10.	<p><b><u>Evidence that you have the academic ability to follow your chosen course:</u></b> exam results, qualifications.</p>
11.	<p><b><u>Evidence of your level of English:</u></b> (except for an English language course) You must show the capacity to fully partake in your course through the medium of English.</p>
12. (a)	<p><b><u>Evidence of Funds :</u></b> You must show that you have enough money to support yourself fully in Ireland without recourse to public funds or the reliance on casual employment.</p> <p>You must provide an up-to-date bank statement for the 6 month period prior to your travel.</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>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>
(b)	<p><b><u>If a friend or family member is helping to pay:</u></b> including Irish citizens</p> <ul style="list-style-type: none"> <li>• Evidence of funds in the form of bank statements as outlined in 12(a) above</li> <li>• An original signed and dated letter stating that they are undertaking to support you during your trip to Ireland; Evidence of their relationship to you</li> <li>• If they are employed: <ul style="list-style-type: none"> <li>◆ 3 most recent payslips</li> <li>◆ Most recent P60 (tax document)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>◆ A letter from their employer that confirms they are employed</li> <li>• You must also include your own 6 last months' bank statement</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 as well as 3 last payslips.</p>
13.	<p><b><u>Accommodation:</u></b></p> <ul style="list-style-type: none"> <li>• Hotel/guesthouse/hostel/B&amp;B reservation confirmation (may be by email)</li> <li>• Or if staying with a host, a supporting letter from the occupant confirming the accommodation details (host's full name, address in Ireland, dates of stay) and that you are able to stay with them. Including proof that they live at that address, original (no print out from the internet) utility bill from within 6 months (electricity or gas, fixed line telephone, TV, broadband) and copies of passport (and GNIB card if non EEA national).</li> </ul> <p>Reservations confirmations must show the dates you intend to stay at each place.</p>
14.	<p><b><u>Proof you will return to Belgium:</u></b></p> <ol style="list-style-type: none"> <li>1. 3 most recent original payslips</li> <li>2. Letter from your employer that states how long you have been employed, the dates of your absence and the date you will be returning to your company. <ul style="list-style-type: none"> <li>• <u>if you are studying</u>, a letter from your school/university that states the course you are studying how many years you have been a student, and how many years/semesters you have left there; and confirming that you will be returning there following your visit to Ireland.</li> </ul> </li> <li>3. if you have family in Belgium, you must prove that you will return to them: <ul style="list-style-type: none"> <li>• Description of your family status (married, co-habiting, divorced, separated, etc.), and any children or dependents (elderly parents).</li> <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> </ul> </li> <li>4. Evidence of any property you own/rent: title deed/ tenancy agreement</li> </ol> <p>NOTE: The letter should be dated within the 4 week period immediately prior to your date of application. No electronic signature on the original letter.</p>
15.	<p>Details of any previous applications you have made for Irish visas including refusals.</p> <p>If you have been refused a visa for any 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>
16.	<p><b><u>Travel/ medical insurance:</u></b> (not the European Health Insurance Card) It must cover your full stay in Ireland. You will not be allowed to enter the country without it.</p>

	Your college may arrange this on your behalf; if so, details of this must be included in the Letter of Acceptance from the college.
17.	Proof of <b>scholarship</b> if applicable.

**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.**

**This document is intended as an assistance document for applicants for an Irish Study Visa. It covers most types of applications but may not cover all scenarios. Further information on applying for a Study Visa can be found on the INIS website and on the Embassy of Ireland website visa section.**

**Our opening hours can be found on [www.dfa.ie/Belgium](http://www.dfa.ie/Belgium)**