



Botschaft von Irland
Jägerstr. 51
10117 Berlin

BUSINESS VISA

Documentation required when applying for a business 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 submitted in ORIGINAL. (No fax, e-mails or scanned copies accepted) No staples.

The Embassy reserves the right to request translations of non-English documents

	Documents required
1.	Application form 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.
4.	Original Aufenthaltstitel or a certified copy, valid at least 3 months after your date of departure from Ireland. <i>If your Aufenthaltstitel is due to expire less than three months after your return to Ireland, please include a letter from the issuing authority confirming that your Aufenthaltstitel will be extended.</i>
5.	For postal applications, please include a self-addressed DHL ExpressEasy Prepaid National envelope – these can be purchased at most Post Offices.
6.	Processing fee (cheque or mandate payable to 'Embassy of Ireland' or proof of bank transfer).

7.	<p>A signed and dated letter explaining why you want to come to Ireland (reason for business trip: meeting, training etc), as well as the dates you plan to arrive and leave.</p> <p>The letter should include a written 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 Ireland before your immigration permission expires.</p>
8 (a)	<p>An <u>original up to date signed letter on official headed paper from your employer</u> confirming that you are undertaking this business trip on the company's behalf, the purpose of the trip, dates of the trip, full contact details and details of who will meet the costs of the trip (travel, accommodation, expenses etc).</p> <p>If a number of trips are required/envisaged, this must be clearly stated in the letter.</p> <p><i>Note: The letter should be dated within the 4 week period immediately prior to your date of application.</i></p>
(b)	<p>Also provide payslips from the 3 months prior to your visa application.</p>
9.	<p>An <u>original up to date, signed letter on official headed paper from the Irish company</u> confirming the business trip, the purpose of the trip, dates of the trip, full contact details and details of who will meet the costs of the trip (travel, accommodation, expenses etc). If a number of trips are required/envisaged, this must be clearly stated in the letter.</p> <p><i>Note: The letter should be dated within the 4 week period immediately prior to your date of application.</i></p>
10.	<p><u>If you are responsible for the costs of the trip</u>, evidence of how you intend to finance your trip and support yourself for the duration of your visit in the form of up to date bank statements for the 6 month period prior to your trip.</p> <p>Bank Statements should include the most recent transactions for the account up to the date of your application and:</p> <p>(i) <u>must show your current address;</u> (ii) <u>must show a positive credit.</u> Lump sum lodgements made shortly before your application will not be considered; (iii) Photocopied bank statements are acceptable; however the Embassy reserves the right to request original statements where necessary.</p> <p>In the event that you are being supported by a spouse, partner or member of your family, they should provide:</p> <p>(i) evidence of funds in the form of bank statements as outlined above; (ii) an original, signed and dated letter stating that they are undertaking to support you during your trip to Ireland; (iii) evidence of their relationship to you.</p>
11.	<p>Evidence of property rental/ownership in Germany: If you own or rent property in Germany, please include your tenancy/rental agreement or property title deed (photocopies are accepted though the Embassy reserves the right to request originals if required).</p>
12.	<p>Details of any previous applications you have made for Irish visas, including refused applications. If you have been refused a visa for any other country details of this refusal should be submitted.</p>

