



Botschaft von Irland,
Jägerstr. 51
10117 Berlin

Visit Visa

Documentation required when applying for a VISA to VISIT Ireland:
(Holiday, visit friends/family, wedding etc....)

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 colour 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.	A signed and dated letter explaining why you want to come to Ireland (reason for trip: meeting, training etc), as well as the dates you plan to arrive and leave. 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.
8. (a)	<p>If you are employed or studying in Germany:</p> <ul style="list-style-type: none"> An original up-to-date signed letter from your place of employment or study on headed paper with full contact details – giving details of your employment or course and confirming that you will be returning there following your visit to Ireland <p><i>NOTE: The letter should be dated within the 4 week period immediately prior to your date of application</i></p> <ul style="list-style-type: none"> Also provide payslips from the 3 months prior to your visa application.
(b)	<p>If you are self-employed:</p> <p>You must provide documentary evidence of your business/company in form of :</p> <ul style="list-style-type: none"> An original, signed and dated letter on headed paper from your solicitor/accountant/tax consultant and/or Recent correspondence relating to yourself employment from Inland Revenue and/or The original letter of incorporation (K-BIS) Up to date bank statements (from the past three months) for business bank account and/or Most recent utility bills for your business premises
(c)	<p>If you are unemployed:</p> <p>Provide a letter from the <i>Arbeitsamt</i>, including details of any benefits you are in receipt of.</p>
9.	<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>
10. (a)	<p>Accommodation in Ireland: <u>If staying with a friend/relative in Ireland</u>, include an original, signed letter of invitation from your friend/relative in Ireland, including the address at which you will be staying and confirming that accommodation will be provided for the duration of your stay.</p> <p>The letter must include a statement from your contact person that they understand that you must 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 expiration of your visa</p> <p><i>NOTE: The letter should be dated within the 4 week period immediately prior to your date of application</i></p>
(b)	A copy of your friend/relative's passport and if a non-EEA national, a copy of their current Irish permit (GNIB card and Immigration stamps)
(c)	Details of how you are known or related to your contact person and supporting evidence of this.
(d)	For each friend or family member you stay with, you must include proof that they live at their address. To do so, ask them to send you an original utility bill (on

	headed paper) from within the last 6 months and include it with your application (e.g. electricity, gas, fixed line telephone, TV or broadband)
11.	Accommodation in Ireland: <u>If you are staying in a hotel, guesthouse or B&B</u> , confirmation of the reservation, including details of the address, your name and the exact dates of your stay.
12. (a)	<p>Evidence of Funds : 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 visit.</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> and (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>
(b)	<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 in 11 (a) 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>
13.	<p>Details of any previous applications you have made for Irish visas, including refused applications.</p> <p>If you have been refused a visa for any other country details of this refusal should be submitted.</p>