



New Delhi Visa Office, Embassy of Ireland

Supplementary Student Application Form

You **MUST** complete this form in full. If there are significant omissions your application may be returned to you **WITHOUT** a decision, or **REFUSED** for failing to supply sufficient information.
If there is insufficient space in any section please attach a separate sheet.

Declaration			
Surname		Given Name	
Passport Number		Visa Ref. No.	
Passport expiry date *		Place of birth	
Date of Birth		Nationality	
<p>*If your passport expires within 12 months of making your visa application, you will need to apply for a new passport before making your visa application. Your passport must be valid for 12 months from the date that you arrive in Ireland.</p> <p>I hereby apply for a visa to study in Ireland. In signing this declaration I am undertaking that: I understand the questions and content of this form. The information I have given is true and correct. All documentation I am submitting with my application is authentic and does not contain any false or misleading information. Where any documents are not in English I have included a notarised translation.</p> <p>I understand that providing false and misleading documents or information may lead to my application being refused without the right to an appeal and I confirm I will observe the conditions of my visa (if granted). I will attend the course on which I have enrolled. I will not enter employment in the State unless I qualify for this concession to engage in casual employment. Should I need to leave the State for any period of time, I will inform the Education Provider and the Irish Naturalisation and Immigration Service before I leave the State. I will not attempt to enter Northern Ireland, the United Kingdom, or any other State without obtaining the necessary visas from the relevant authorities and I will leave Ireland on completion of my studies, unless I avail of the Student Graduate Scheme.</p> <p>I understand that any breach of these conditions may lead to my removal from the State.</p>			
Signed		Date	

For Office Use Only	Date received	SSAF Completed	NFQ Level	English	PCC	Med Ins	Fees Paid	Education Provider	Course start date	Finances submitted	Education loan	AIP	Immigration check

Personal and Family Details

1. Personal Contact Details				
Mobile		Landline		
Drivers licence no		Voter card no		
Your TIN No (if applicable)		Your GST No (if applicable)		
Valid Email Address				
Current Address				
2. Immediate Family Members Details (Parents, Siblings, Spouse & Dependent Children)				
Full Name	Relationship	Occupation	Phone & Email Address	Permanent/current address
3. Do you have any family members living in Ireland? If yes, provide details				
Full Name	Relationship	Occupation	Phone & Email Address	GNIB No/IRP
4. Do you have family members living in any other country? If yes, provide details below				
Full Name	Relationship	Occupation	Phone & Email Address	Permanent/current address

Immigration History

5. If you have EVER been refused a visa for any country provide details below.			
Country	Application reference	Date and place of application	Visa Type and main refusal reason: (enclose a copy of the refusal letter)

Failure to provide full details may result in delays in your application whilst details are verified.

6. If you have EVER been refused entry to, or required to leave any country provide details below		
Country	Date	Details

Education / Employment

7. Provide details of your education and qualifications listing from most recent qualifications first			
Name of School/College/university	Dates from/to	Qualification obtained, graduation date & Name of Education Board	Contact Details Address/Email/Tel/Website

8. Provide details of your employment history since completing your formal education

Name of Employer	Dates from/to	Position and salary	Contact Details Address/Email/Tel/Website

9. Provide details of your current employment or if currently unemployed your last employer, of if self - employed, details of that employment

Name of Employer	Dates from/to	Position and salary	Name & Title of contact person & their telephone/mobile number and email address
Employer's address	Employer's website	Employer's TIN No (if applicable)	Employer's GST No (if applicable)
Provide details of all your tasks and responsibilities in your current role	Have you submitted your salary slips or ITRs and 6 months of bank statements	Have you ever visit Ireland prior to this visa application – give details	Have you ever lived, studied or worked in Ireland – provide details

10. Provide details of your Internationally recognised English Language Proficiency qualifications		
Name of test & Appeared date	Validity Date	Contact details of test centre
Candidate No	Candidate's Name on test	Overall Result Achieved

11. Provide details of the course you intend to study in Ireland		
Name of University/college	Dates from/to	Course title with NFQ level
Date of letter offer	Date of Course acceptance	Course start date
Course tuition per annum	Tuition fee already paid	Are you in receipt of a scholarship – provide details
Last Date when the fees must be paid – check this on your offer letter or with your education provider	Have you submitted the EFT and receipt to shown that the fees have been paid	What is the English Language Proficiency qualification required for this course – check offer letter or with your education provider
Commencement date for the orientation at the university/college	Is it mandatory for you to attend this orientation to be permitted to attend the course	If you are on a foundation course, what is the duration of the foundation course and do you have to pass the foundation part before you proceed onto your undergraduate or post graduate studies.

12. Statement of Purpose: Set out below your reasons for choosing this particular course of study, how it relates to your previous study and/or employment, why you have chosen to study in Ireland rather than in your home country and its relevance to your future career/educational plans.

Finances

13. Financial Summary of proposed expenditure and sources of funding			
Total fees payable	€	Liquid funds	€
Living Expenses*	€	Loans/borrowings	€
Other Expenses	€	Other	€
TOTAL	€	TOTAL	€

**The amount required will depend on where you intend to study and live. Please note that living in some of the major urban areas will cost considerably more than the minimum amount stated on www.inis.gov.ie . Check with your Education Provider and letter of offer for the cost of living in your area.*

14. Fixed/Term Deposits, Financial Savings, GPF, PF & PPF etc. you wish to have considered				
Institution Name	Deposit Type	Current value/ withdrawal limit	Date of commencement (for deposits only)	Date of Maturity (for deposits only)

15. Have you availed of an education loan? If yes provide details below				
Financial Institution	Loan Amount & Repayments	Name & relationship with the guarantor	Sanction date	Disbursement date

16. Have you or your sponsor availed of any other loan? If yes provide details below			
Financial Institution	Loan Amount & Repayments	Provide the ownership details for collateral used (if any)	Name & relationship with the guarantor

Note: The complete education loan documents with collateral details must be submitted with the application

17. Please state the sources of any fees paid to date		
Amount paid	Date	Source of fund

Family Income

All students must complete this section

18. Self <i>*insert N/A if they don't apply to you</i>			
Name		Married or Single	
Spouse's name		Spouse's Date of Birth	
Spouse's Voter card no		Spouses TIN No	
How many children do you have?		How many children are dependent on you	
Occupation		Spouse's Occupation	
Monthly salary		Spouse's monthly salary	
If you are unemployed or a student how do you support yourself? – source of income		Do you have any other source of income – such as rental properties, own business, shares	
Do you have any savings? – list them and provide your current balance		Does your spouse have any savings? List them and provide your current balance	
19. Parents <i>*insert N/A if they don't apply to you</i>			
Father's Name		Mother's Name	
Father's date of birth		Mother's Date of Birth	
Father's voter card no (if applicable)		Mother's voter card no (if applicable)	
If your father is deceased, provide the date of his death		If your mother is deceased, provide the date of her death	
Father's Occupation		Mother's Occupation (if she never worked and was a housewife, state this)	
Father's Monthly salary		Mother's monthly salary (or other source of income if she did not work)	
If your father is retired, what was his occupation and what year did he retire		If your mother is retired, what was her occupation and what year did she retire	
Do your parents have any other source of income – such as rental properties, own business, shares		Do your parents have any savings? List them and provide your current balance	

Sponsors

20. Sponsor 1 /Main Sponsor– you must submit your ITRs and all financial documentation for the Visa Office to verify the information you have provided below			
Name		Relationship	
Passport No		Expiry date	
Drivers licence No		Voter card no	
TIN No		GST No	
Mobile		Email	
Home Address			
Employer/Business Address & Contact details			
Business landline		Business Email	
Occupation - details of position in company		Salary/Income	
If you are self employed – details of business/ trade/ profession		Occupation before you retired and year of retirement	
Bank details & A/C No. where you salary/income is lodged		Is this an online bank account	
Bank details & A/C No of other bank accounts you own, including FD, PF, Savings.		ITR Pan No & ITR E-Acknowledgement number	
Details on any other source of income		Details of any loan amounts and repayments	
Please indicate precisely the level of sponsorship being provided			
Details of any other persons dependent on or being sponsored by you			
Sponsor's Declaration and Authorisation: I hereby confirm that I am willing to sponsor _____ as indicated above. I authorise the financial institutions listed above to reply to any requests for information concerning my bank account/ loan account/ fixed deposit account/ provident fund etc. from the Embassy of Ireland, Visa Office, New Delhi.			
Signed		Date	

21. Sponsor 2 – you must submit your ITRs and all financial documentation for the Visa Office to verify the information you have provided below

Name		Relationship	
Passport No		Expiry date	
Drivers licence no		Voter card no	
TIN No		GST No	
Mobile		Email	
Home Address			
Employer/Business Address & Contact details			
Business landline		Business Email	
Occupation - details of position in company		Salary/Income	
If you are self-employed – details of business/ trade/ profession		Occupation before you retired and year of retirement	
Bank details & A/C No. where salary/income is lodged		Current balance/ Fixed Deposits/ PF/ etc	
Bank details & A/C No.		Current balance/ Fixed Deposits/ PF/ etc	
Details on any other source of income		Details of any loan amounts and repayments	
Please indicate precisely the level of sponsorship being provided			
Details of any other persons dependent on or being sponsored by you			
<p>Sponsor's Declaration and Authorisation: I hereby confirm that I am willing to sponsor _____ as indicated above. I authorise the financial institutions listed above to reply to any requests for information concerning my bank account/ loan account/ fixed deposit account/ provident fund etc. from the Embassy of Ireland, Visa Office, New Delhi.</p>			
Signed		Date	

22. Sponsor 3 – you must submit your ITRs and all financial documentation for the Visa Office to verify the information you have provided below

Name		Relationship	
Passport No		Expiry date	
Drivers licence no		Voter card no	
TIN No		GST No	
Mobile		Email	
Home Address			
Employer/Business Address & Contact details			
Business landline		Business Email	
Occupation - details of position in company		Salary/Income	
If you are self employed – details of business/ trade/ profession		Occupation before you retired and year of retirement	
Bank details & A/C No.		Current balance/ Fixed Deposits/ PF/ etc	
Details on any other source of income		Details of any loan amounts and repayments	
Please indicate precisely the level of sponsorship being provided			
Details of any other persons dependent on or being sponsored by you			

Sponsor's Declaration and Authorisation:

I hereby confirm that I am willing to sponsor _____ as indicated above.

I authorise the financial institutions listed above to reply to any requests for information concerning my bank account/ loan account/ fixed deposit account/ provident fund etc. from the Embassy of Ireland, Visa Office, New Delhi.

Signed		Date	
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23. If you are using the services of an Education Agent please complete here

Company Name			
Contact Name			
Email		Landline	



New Delhi Visa Office, Embassy of Ireland Supplementary Student Application Form Guidance

You **MUST** complete this form in full. This form will also be used by VFS if you avail of the VFS Check & Verify Service to verify your application. If there are significant omissions your application may be returned to you **WITHOUT** a decision, or **REFUSED** for failing to supply sufficient information.

If there is insufficient space in any section please attach a separate sheet.

You must submit all the relevant documentation with your application for verification purposes. The Visa Office will not contact you if there are missing documents and this may lead to a refusal if the application cannot be verified.

The 1st page must be fully completed, signed and dated by the applicant. The For Office Use Only box at the bottom of the form is to be left blank for the New Delhi Visa Office to complete.

Page 2:

- A valid mobile number must be provided for the visa office to contact you.
- Use an additional page if this is required for part 2, 3 and 4.

Page 3:

- You must provide full disclosure of any adverse immigration history in part 5 and 6. Failure to do so will result in your application being refused and a five year ban preventing you from making an Irish visa for five years.
- All your education details should be completed in part 7. Use an additional sheet if required.

Page 4:

- All your employment details need to be completed in part 8.
- Full details are required in part 10 about the course you are going to attend. You must ensure that you provide the date when the full fee needs to be paid. You must pay at least 50% of the fee before submitting your visa application. However if the Education Provider requires you to pay the full fee before applying for a visa application, then you must do this or your visa application will be refused.
- You must also provide the English language proficiency for the course you intend to study in Ireland.

Page 5:

- The Statement of Purpose must be completed.

Page 6:

- All the financial details must be completed in relation to your finances and documents must be submitted for the Visa Office to verify the information. Any part of this page not completed can result in a refusal.

Page 7:

- All the details on page 7 must be completed in relation to family income. Any part of this page not completed can result in a refusal.

Page 8, 9, 10:

- All the details in relation to a sponsors occupation, income and finances must be completed, signed and dated by the sponsor. Any gaps in this information will result in a refusal.
- In relation to the sponsor's employment, you must state their exact position/job. Stating 'service' is not acceptable.
- If an applicant is self-employed, you must state the type of business, the name of the company and whether it is a trade or profession. Stating 'self-employed' is not acceptable.
- If you only have one sponsor, you must still include pages 9 and 10 and write N/A across sponsor 2 and 3.
- If you used an agent to apply for an Irish visa and submit your application, then you must provide all these details in part 22 on page 10.



Visa for Ireland - India

How to present your documents to the New Delhi Visa Office

You must tab your application from 1 to 11 in the following order (with 1 being the top document and 11 being the last document) when you are submitting your application to VFS/Consulate or the New Delhi Visa Office in order for the Visa office to be able to consider your application in an efficient manner. If it is not tabbed in the order outlined below, it may take longer to process your application.

1.	Application Summary	Avats Summary Sheet	Signed avats summary sheet
		VFS cover sheets	Signed Visa Ireland Cover sheet
		VFS Check and Verify documents	Signed C&V Forms
			C&V reports
		Supplementary application form	Fully completed
		Police Clearance Certificates	If applicable
		Immigration Documents	Previous refusal letters, immigration letters, residence cards from the applicant
2.	Host in Ireland Documents	Invitation letter from host	Any documentation relating to the visit from the host in Ireland
		Immigration Documents	Passport copy of host. Current and previous immigration letters & residence card of host if they are not an EEA citizen
		Accommodation details	If the person is going to Ireland as a tourist
3	English language test result	If applicable	Required for students and some employment visas
4.	Insurance cover	Travel insurance	For short stay applications
		Medical insurance	For long stay applications
5.	Applicant's cover letter	Applicants letter	Required for all applications
		Agent/legal letter	Signed authorised letter from applicant is required stating the applicant is using an agent or legal rep
6.	Financial documents	Required for all applicants	Financial documents from Applicant
			Financial documents from sponsor/host if the sponsor or host is providing financial support for this trip
7.	Employment Documents	Required for all applicant who are working	Employment letter, payslips, tax certs from applicant
			Employment letter, payslips, tax certs from sponsor/host if the sponsor or host is providing financial support for this trip
8.	Educational documents	Required for student and some employment applications	All educational documents from the applicant Offer letter Receipt/acknowledgement of fees paid by college or transfer wise/path to study EFT showing that the fees have been paid Scholarship letter if applicable
9.	Applicant's passport	Copies of all passport pages	Current and previous passports
10.	Miscellaneous	All other documents submitted	Any other documents which do not come under any of the above headings.