

EMPLOYMENT VISA CHECKLIST

(Short and Long Term)

Note: All documentation should be submitted in English or accompanied by an official translation.

Sr	Requirements	Yes	No
1	Fully completed and signed online application form.		
2	Original Passport valid for at least 6 months after the intended date of departure from Ireland following visits. If you wish to apply for long term visa passport should be valid for 12 months after the intended date of departure from Ireland. Passport must have sufficient space for a visa to be inserted, at least two empty pages are required. If your passport does not comply with the above your application will be returned to you. A copy of all stamped or containing visas pages of your passport is required.		
3	You should submit all previous passports. A copy of all stamped or containing visas pages of your passport is required. If you have been refused a visa for any other country, details of this, preferably the original letter issued to you by the authorities of that country, should be submitted. Concealment of other visa refusals will result in your Irish visa application being refused.		
4	Two recent (not older than 6 months) photographs 35x45 in color, preferably biometric type with white background.		
5	Visa fee and service fee		
6	In addition to the signed summary application form, please also submit a signed letter of application: <ul style="list-style-type: none"> • outlining your reason for wishing to come to Ireland, • giving details of any members of your family who are currently in Ireland, or any other EU State. • stating how long you plan to stay, • 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. 		
7	Full private medical insurance cover for the entire duration of the proposed stay		
8	Valid Work Permit or Intra-Company Transfer Permit. Medical Doctors please note: not all non-EEA doctors require an employment permit to work in Ireland. See http://www.inis.gov.ie/en/INIS/Pages/WP10000012 and http://www.djei.ie/labour/workpermits/doctors.htm for further information		
9	Employment Contract (if any)		
10	Letter from employer in Ireland confirming details of the job you will take up and the salary you will be paid. If accommodation is being provided by your employer details of this should also be given		
11	Evidence of qualifications and previous work experience in this area may be requested by the visa officer		
If you are applying for short stay visa and shall be returning to your company, kindly submit the following documents (where applicable):			
12	Company documents: <ul style="list-style-type: none"> - Copy of Signature circulars to verify the authority to sign the documents; - Copy of the company registration in chamber of commerce and copy of the bulletin of the trade register. - Tax registration certificate of the Company - Copy of article in official media regarding the formation of the company Documents can be translated in general by including in topic name of the documents. Translation should be verified by Official translator.		
13	Letter from applicant's employer confirming that they are undertaking this trip on the company's behalf, the purpose of the visit, dates, accomodation, expenses etc.		
14	SGK (social security) registration document (SGK "hizmet dokümü") Documents can be translated in general by including in topic name of the documents. Translation should be verified by Official translator.		
15	3 consecutive payslips (where applicable) Documents can be translated in general by including in topic name of the documents. Translation should be verified by Official translator.		

Please arrange documents as per above given order.

Please submit an extra phototcopy of the all documents that you may need back at the time of collection.

***** NB: THIS IS NOT AN EXHAUSTIVE LIST *****

A Visa Officer may require further documentation if he / she deems it necessary, before they can make a decision on an application.

Note: the provision of all the documentation listed in no way guarantees that a visa will be granted.

Date: _____

AC Location: _____

I confirm that I have submitted the above documents to VFS Ireland Visa Application Centre.

Applicant's name and signature

SO name and signature

Comments for Official use only: