

Ireland VAC checklist
CONFERENCE/EVENT VISA

BARCODE: _____

Full Name: _____

Passport Number: _____

Date/Location of appointment: _____

**Passport
Photograph:**

See photograph
requirements on
www.inis.gov.ie.

Please complete in full.

- Your signed and dated summary application form and the appropriate fee (where applicable) must be accompanied by the supporting documents set out below.
- If you do not submit the required documentation your application may be refused on the basis of insufficient documents

	SUPPORTING DOCUMENTS SUBMITTED (All documents mentioned in the checklist are Mandatory)	Original	Copy
1	Fully completed and signed application summary sheet.		
2	Payment confirmation receipt.		
3	Two colour passport sized photographs not more than 6 months old and complying with the photograph requirements on www.inis.gov.ie		
4	<p>Your current passport, previous passport/s & a full copy of any previous passport/s Your current passport must be valid for at least 6 months after your intended date of departure from Ireland.</p> <p>If you are not a national of the country where you are applying from, you must submit evidence of your permission to be in that country e.g. a residence card. You must also have at least 3 months permission to be in that country after your intended date of departure from Ireland.</p> <p>Current passport must have sufficient space for a visa to be inserted; at least one empty page is required. For short stay visas the current passport must be valid for at least 6 months from date of intended departure from Ireland. For long stay visas current passport must be valid for 12 months from date of application.)</p>		
5	<p>A signed letter of application including your full contact details</p> <ul style="list-style-type: none"> • outlining your reasons for coming to Ireland to attend the Conference/Event, • stating how long you intend to stay, • giving details of any members of your family who are currently in Ireland, or any other EU Member State, • giving details of where you intend to stay while you are in Ireland, • stating that the cost of trip is being borne by yourself, or where that is not the case, providing details of the third party funding the costs of the trip, and • 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. 		

6	<p>Evidence of your obligations to return</p> <p>If you are employed, you must provide an original letter from your employer stating:</p> <ul style="list-style-type: none"> • how long you have been employed there, • the date you will be returning to work after attending the conference/event • the nature and duration of the conference/event, • who will cover the cost of the conference/event, • How you will be supported for the duration of stay inclusive of travel, accommodation and living expenses etc. if applicable. 		
7	<p>If you are a student, you must provide an original letter from your college stating:</p> <ul style="list-style-type: none"> • the course you are studying; • how many years you have been a student there, • how many years/terms you have left at that college, and that you will be returning there following your visit to Ireland, • the nature and duration of the conference and how the conference relates to your course of study, • who will cover the cost of the conference and how you will be supported for the duration of stay inclusive of travel, accommodation and living expenses etc. 		
8	<p>Link to Conference/Event organiser</p> <p>A letter (soft copy acceptable) from the conference/event organiser in Ireland:</p> <ul style="list-style-type: none"> • Confirming your registration at the conference/event and that registration fees, where relevant, have been paid. 		
9	<p>Accommodation and travel details</p> <p>Details of your accommodation and travel details, for example:</p> <ul style="list-style-type: none"> • hotel/guesthouse/hostel booking confirmation (may be by email) or where you are staying with a host, a supporting letter from the occupant providing details of the accommodation and confirming that you are able to stay with them, • travel booking confirmation (may be by e-mail), • travel agent confirmation (may be by e-mail). 		
10	<p>Finances</p> <ul style="list-style-type: none"> • If self-funding the conference/event you must provide an up-to-date bank statement, showing what money has been paid into and out of the account over the last six months. • Bank statements must be on headed paper - internet printouts will not be accepted. • Your name, address, account number and account type must be visible on the statement. Any large lodgements must be explained. • If a third party is covering your costs, you must show how you are linked/ known to this person. • 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. 		
11	<p>Medical/Travel Insurance</p> <p>Evidence of medical/travel insurance does not need to be provided with your application. However, the Visa Officer may request it before they make a decision on your application.</p> <p>If your visa is approved, you must have evidence of medical/travel insurance when you arrive at the port of entry (airport/seaport) and must present it to the Immigration Officer on request.</p>		

12	<p>Previous Visa Refusals</p> <p>If you have been refused a visa in the past for any country, you must provide the details. The original letter issued to you by the authorities of that country must be provided with your application.</p> <p>Full details of previous visa refusals on a separate cover letter.</p> <p><u>Not disclosing any previous visa refusals will result in your application being refused.</u></p>		
13	<p>If you are a first time traveller OR have never travelled outside of Asia, you will need to complete and sign the <u>Undertaking on Your Return Form</u> and submit this with your application.</p>		
Additional Information			
14	Any other additional documentation		

- I confirm that I have submitted all the documentation relevant to the visa type for which I am applying. For documents which are not in English, I have provided a certified translation.
- I understand that a decision may be made on my application based on these documents only.

Applicant's Signature: _____

VAC Officer Signature: _____

For Official use only

Officer Name: _____

Signature: _____

Date: _____