

DOCUMENTATION REQUIRED FROM ALL VISA APPLICANTS

This is a guideline only, other documents may be requested if deemed necessary.

All documents of applicant and sponsor must be submitted in their original form along with 2 photocopies

APPLICATION

1. Print out of visa application summary sheet from www.visas.inis.gov.ie - signed by applicant
2. 3 pcs. identical, good quality, passport size photographs, taken within recent 3 months, with white background

IDENTITY

3. Original Passport with validity of 6 months after the date of RETURN from Ireland for short stay visas OR at least 1 year validity for long stay visas. Plus **2** sets of **CLEAR photocopies** of all passport pages - containing stamps of any kind or visas; blank pages may be omitted.
4. Original Previous Passport. Plus 2 photocopies of all pages except blank pages.
5. Birth and Marriage Certificate (If applicable) and birth certificates of dependent children- original PSA copy
6. Non Filipino passport holders must show evidence of long stay permissions for the Philippines, ie. Visa, & ACR with permission to stay for at least 3 months upon return from Ireland.

PURPOSE OF TRAVEL

7. Application letter- A signed undertaking stating your full name, address, the dates and purpose of your visit to Ireland. If applicable, list the names, address, and relation to, family members residing in Ireland. You should state 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 before the expiration of your permission to remain.
8. Evidence of Flight & Hotel Booking OR Letter of Invitation & Support/Assurance from host, stating dates of proposed visit, relation to applicant, contact details, address of accommodations being provided, extent of support, (estimated cost in euro if applicable) and guarantee that they will assure their guest will not be a burden on the state and will not exceed their permission to stay. ID and proof of address of host such as utility bill.
9. Cruise or Land Tour Booking- if applicable, showing name, travel dates, itinerary, whether deposits have been paid

OBLIGATIONS TO RETURN

10. Evidence of Business or Profession, ie, ITR, BIR Registration, Mayors Permit, SEC, Professional License
11. Certificate of Employment/Enrollment from current employer/school guaranteeing employment /enrollment of the applicant upon their return after their visit to Ireland.(if applicable), this must be on official letterhead with contact details and must state, tenure, dates of approved leave of absence, and must be accompanied by recent 3 months payslips.
12. Evidence of residence- Copy of property ownership or lease agreement or statement as living with family
13. Dependent Family members (if applicable) birth certificate

CAPACITY

14. Evidence of funds – bank certificate (stating name, type of account, date opened, ADB, and available funds) & most recent 6 months bank statements or passbook. Irregular lump sum deposits must be explained.
15. Travel Insurance – applicable to **all** short stay applicants (ie visit/tourist/business, etc) minimum coverage of €30,000.-, ensure it covers Ireland for the duration of your stay.
16. Where expenses are shouldered by another- Signed letter of support stating sponsor's full name, address, contact number, email address, how they are connected to applicant, proof of relationship, why they are shouldering expenses, and evidence of funds.

PRECLEARANCE PERMIT

Required from those who apply as Minister of Religion, Volunteer, or DeFacto partner of non EU national.

Visit www.inis.gov.ie for more information on how to apply for preclearance.

ADDITIONAL DOCUMENTS BASED ON PURPOSE OF JOURNEY

1. FOR SPONSORED VISITORS/DEPENDENTS/STUDENTS:

From Sponsor in Ireland:

- Copy Identity page of passport and (if non EU national) valid IRP card
- Letter of Invitation & Support/Assurance from host, stating dates of proposed visit, relation to applicant, contact details, address of accommodations, extent of support, and estimated amount in Euro (if applicable) and guarantee that they will assure their guest will not be a burden on the state and will not exceed their permission to stay.
- Evidence of Funds: Bank Statements (recent 6mos.), Payslips (recent 3 mos.)& P60 (3 yrs) or other tax doc
- Original & recent Certificate of Employment or copy of Business Registration
- Original Birth/Marriage certificates (to show relation to applicant)
- Proof of address/details of accommodation i.e. utility bill, lease agreement

For Dependent Children:

- Original Marriage Certificate of Parents (PSA form if Philippine registered)
- Original Birth Certificate of child (PSA form if Philippine registered)
- Parental Travel consent from parents. **Both** parents should provide consent and valid IDs regardless of who is traveling with the child. If either parent is unable to provide consent, legal proof of sole guardianship must be provided.

2. FOR BUSINESS / CONFERENCE (less than 14days stay)

- Letter of invitation/confirmation from Irish company/counterpart in Ireland stating the reason for, and duration of proposed visit, and responsibility for the applicant's accommodation/maintenance cost, etc., (on company letterhead with complete contact details & email address of reference) must be indicated in letter;
- Letter from local company stating the reason for and duration of proposed visit and responsibility for the applicant's accommodation/maintenance cost, etc., (on company letterhead with complete contact details & email address) must be indicated in letter;
- Letter from conference host setting out details including nature, duration and programme of conference and responsibility for accommodation/maintenance costs, and confirmation of delegate registration; (for conference)
- For Conference attendees, relevance of conference to your profession or studies must be explained if the letter of invitation from conference host/organizers does not.
- Travel/ Flight Itinerary and confirmation of Hotel Bookings
- Evidence of Funds if expenses are not shouldered by company, & explanation why it is not shouldered by the company.
- Travel Insurance coverage for the duration of the trip
- Government officials (using official passports) must have DFA endorsement/TPN

3. FOR STUDY pls check <http://inis.gov.ie/en/INIS/Pages/Study> for additional info

- Letter of registration/invitation from college/school/ employer verifying the duration/nature of the course or examination;
- Evidence that the requisite fees have been paid in full; and/or that the company will shoulder all costs and accommodation expenses
- Evidence that the applicant has sufficient funds to maintain him/herself for the period of his/her proposed stay; or all supporting documents from sponsor as evidence
- Evidence of medical insurance for the duration of stay, if less than 1 yr.
- Details of Accommodation arrangements
- Evidence that you have a sufficient level of English to fully undertake the course, IELTS , etc.
- Letter and evidence of relevance of course to continuing education, explain any gaps in education

4. JOIN SPOUSE/PARTNER (IRISH CITIZEN) – EU Family info available on separate sheet

- Passport or other proof of citizenship of Irish spouse
 - ACR card or Visa if Irish sponsor is resident in the Philippines
 - Marriage/Partnership Certificate and(if applicable) a notarized English translation
 - Birth certificates of children
 - Letter of Invitation and Affidavit of Support from Spouse/Partner
 - A Detailed account as to how the Irish/EU citizen met the applicant
 - If cohabitating less than 2 years - Evidence showing relationship history ie. stamps on passport showing trips to the Philippines, face to face meetings, pictures together (limit to 10) showing dates and location,etc.
 - Evidence of Partnership if no civil partnership certificate is available, ie. Joint bank account, joint tenancy, conjugal ownership of property, children, etc. covering a period 2 yrs or more
 - Same documents listed as 'From Sponsor in Ireland' above
- The Irish spouse's birth certificate must also be presented in case of discrepancy between the passport and marriage certificate.

5. VISIT (AS SPOUSE /PARTNER OF IRISH CITIZEN) – EU Family info on separate sheet

- Passport or other proof of citizenship of Irish spouse & Philippine ACR Card or visa
- Evidence of Funds of spouse/partner
- Flight Itinerary showing if travelling together or not
- Proof of address such as utility bill if staying at Irish family residence
- Certificate of employment of Irish spouse, dated the month of application (if applicant not traveling with Irish spouse)*