

CHECKLIST FOR BUSINESS VISA

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. 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 colour, 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 visit 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	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.		
8	Letter from applicant's employer confirming that they are undertaking this trip on the company's behalf, the purpose of the visit, dates, and outlining who will be responsible for the costs of the trip, travel, accomodation, expenses etc.		
9	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.		
10	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.		
11	Evidence of obligations to return to your country of permanent residence following this visit: If you are employed a letter from your employer stating how long you have been employed there. The dates you will be on annual leave from and the date you will be returning to work in that employment.		
12	A letter from the Irish company confirming the visit, dates, reasons for visit, details of who will meet costs of trip, accommodation details, and full contact details. Evidence of a prior link between both companies, and evidence of communications between them regarding this visit would be helpful.		
13	If applicant is responsible for costs of this trip, detailed bank statements covering a period of 6 months immediately prior to the application.		
14	Explanation why applicant is attending the conference at own expense (where applicable)		
15	Hotel reservation, air ticket reservation (if any)		
16	Personal medical travel insurance valid for the whole length of the journey.		

Please arrange documents as per above given order.

Please submit an extra photcopy 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: