

**Documentation required when applying for a business visa
to travel to Ireland**

**PLEASE NOTE THAT ALL DOCUMENTS LISTED BELOW
MUST BE INCLUDED WITH THE APPLICATION
AS INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**All documents listed must be original unless stated otherwise.
All documents must be in English or
accompanied by a notarised translation**

	Document Required	Check Box
1.	Online summary sheet, signed and dated by you, the applicant – you must ensure that your online application has been fully completed	
2.	Your original passport, valid for 6 months after your date of departure from Ireland	
3.	One recent passport size photo	
4.	Evidence of your permission to remain in the UK (stamp or sticker in passport or on other approved official document provided by the UK authorities or a UK Identity Card), valid for at least 3 months after your date of departure from Ireland	
5.	Processing fee (postal orders or bank drafts should be made payable to the Embassy of Ireland) Note: For postal applications, payment should be by postal order or bank draft only	
6.	Full details of the reason for your trip(s) (meeting, training etc)	
7.	An <u>original up to date signed letter on official headed paper from your employer</u> confirming that you are undertaking this business trip on the company's behalf, the purpose of the trip, dates of the trip and outlining who is responsible for the costs of the trip (travel, accommodation, expenses etc) Note: The letter should be dated within the 4 week period immediately prior to your date of application. If a number of trips are required/envisaged, this must be clearly stated in the letter.	
8.	An <u>original up to date, signed letter on official headed paper from the Irish company</u> confirming the business trip, dates, reason for the trip, full contact details and details of who will meet the costs of the trip. Note: The letter should be dated within the 4 week period immediately prior to your date of application. If a number of trips are required/envisaged, this must be clearly stated in the letter.	
9.	If you are responsible for the costs of the trip, evidence of how you intend to finance your trip and support yourself for the duration of your visit in the form of up to date bank statements for the 3 month period prior to your trip. Bank Statements should include the most recent transactions for the account up to the date of your application and: (i) must be original (ii) must show your current address and (iii) must show a credit balance of at least £250. Lump sum lodgements made shortly before your application will not be considered. Note: ATM receipts are not accepted.	

10.	Details of any previous applications you have made for an Irish visa including those refused.	
11.	If you have been refused a visa for any other country details of this should be submitted.	
12.	For postal applications, a self addressed Special Delivery envelope for return of your passport and documents	

The Visa Officer reserves the right to request additional documentation, if required, in support of your application. The provision of all of the documentation listed in no way guarantees that a visa will be granted.