

**Documentation required when applying for
a conference 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 visit (what is the conference?)	
7.	An <u>original, signed and dated letter on official headed paper</u> from the conference host confirming that you will be attending the conference and including details of the nature, dates, place and duration of the conference, and that the registration fees, if any, have been paid. Note: The letter should be dated within the 4 week period immediately prior to your date of application.	
8.	An <u>original, signed and dated letter on official headed paper</u> from your employer or college confirming that you will be attending the conference and outlining its relevance to your employment or course of study. Note: The letter should be dated within the 4 week period immediately prior to your date of application.	
9.	Written evidence from either your employer/college and/or the conference host showing who will be responsible for all costs (including travel, accommodation and expenses).	
10.	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 immediately prior to your visit. 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.	

11.	Details of any previous applications you have made for an Irish visa including those refused.	
12.	If you have been refused a visa for any other country details of this should be submitted.	
13.	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.

Note to Conference Organisers

When organising a conference at which you expect to have delegate/attendees from visa required countries, it is imperative that arrangements for the issuance of visas are made in adequate time.

It is recommended that you notify the visa office well in advance giving full details of the conference and where possible, a list of the delegates that wish to attend.

This list should clearly indicate guest speakers and other delegates whose attendance at the conference is vital. If conference organisers can vouch for the bona-fides of any delegates, they should provide full details. Where the conference organiser has simply been contacted by someone who obtained their details from a website, they should also inform the visa office of this. The visa office will decide the merits of those applications based on all of the information submitted.