

List of supporting documents to be submitted by applicants for short stay visas in Ireland

1. Basic requirements for persons applying for a visa irrespective of the purpose of travel;

1.1. Irish re-entry (multi) visa and/or Irish Certificate of Registration (GNIB card) valid for at least 3 months beyond the intended departure from the Schengen area.

1.2. Proof of current address in Ireland (bills, rent book, lease agreement etc).

2. Documentation allowing for the assessment of the applicant's intention to leave the Schengen area;

2.1. Proof of confirmed return ticket to the Ireland or to the country of final destination.

2.2. Recent (showing movements over the last three months) Irish bank statement in the applicant's name and address showing details and a balance showing that he has sufficient means of subsistence both for the duration of the intended stay and for the return to Ireland or his country of origin, or for the transit to a third country into which he is certain to be admitted, or that he is in a position to acquire such means lawfully, in accordance with Article 5(1)(c) and (3) of the Schengen Borders Code;

or

– if the applicant is financially supported by her/his spouse (for example if the applicant does not work herself/himself), a marriage certificate and the spouse's bank statements.

– if the applicant is financially supported by sponsor, a letter of sponsorship certified by notary public in the Member State where it was issued should be provided.

2.3. General employment: recent, official and signed letter from employer (headed letter with name, position of signatory and date of issue, address, recent telephone number and registration number in Ireland) and/or work permit and/or payslips for the last 3 months.

2.4. Self-employment:

Company's registration certificate and a recent business printout available from the Companies Registration Office;

2.5. Students:

Recent, official and signed letter from university, college or school based in Ireland stating date of issue, name of the applicant and type of studies and number of lessons (hours) per week and confirming attendance/status, and, if applicable, proof of (part-time) employment (three most recent pay-slips and letter from employer).

2.6. Unemployed:

Permission of the local Social Welfare Office for the intended trip (if trip is longer than 2 weeks) and prove of the weekly or monthly social welfare payments.

3. Airport transit (not relevant if holding an Irish re-entry visa):

Visa or entry permit and confirmed tickets regarding the onward journey to the final country of destination.

4. Documents to be submitted depending on the purpose of travel:

4.1. Business:

–An specific invitation-form or invitation with original signature from a firm or an authority to attend meetings, conferences, proof of registration, or events connected with trade, industry or work, indicating cover of travel and/or accommodation expenses, if applicable;

– other documents which show the existence of trade relations or relations for work purposes;

– formal letter from employer (or other formal documents) proving the applicant's employment status at the company, the kind and duration of the business trips to Schengen country and the commitment of covering all the costs of journey;

– entry tickets or registration for fairs and congresses;

– documents proving the business activities of the company;

– proof of accommodation: confirmed hotel/hostel/B&B reservation(s) or other lodgements covering the whole duration of stay in host country and, if applicable, in other Schengen countries.

4.2. Study or professional training:

– a certificate of enrolment at an educational establishment (school, university, college, etc) for the purposes of attending vocational or theoretical courses within the framework of basic and further training;

– student card or certificate of the courses to be attended;

– documents in relation to accommodation, or proof of sufficient means to cover the accommodation;

– Recent, official and signed letter from university, college or school stating the above mentioned.

4.3. Tourism:

- confirmed hotel booking for your full stay in the Schengen area or any other appropriate document stating the planned accommodation; or
- booking confirmation of a European tour or any other appropriate document.

4.4. Private (family-friends) visit:

- proof of invitation or letter of sponsorship¹ (providing board and lodging) certified by notary public, if applicable;
- an invitation from the host if staying with one,;
- documents in relation to accommodation; or
- proof of sufficient means to cover this accommodation and other expenses;
- copy of data page of passport or residence permit of host in the Member State, if staying with one;
- proof of family relationship.

4.5. Medical treatment:

- an official document of the medical institution confirming necessity for medical care in that institution;
- proof of sufficient financial means to pay for the medical treatment;
- proof of prepayment of medical treatment.

4.6. Official delegations travelling on the basis of an official invitation addressed to the government of the third country concerned, to participate in meetings, consultations, negotiations or exchange programs, as well as in events held in the territory of a Member State by intergovernmental organizations:

- a letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a member state to participate in the abovementioned events, accompanied by a copy of the official invitation from the intergovernmental organization in the Member State; or
- note verbale.

¹ The following Member States' consulates require that a specific form be used for the invitation letter or letter of sponsorship: Austria, Belgium, Czech Republic, France, Germany, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovenia, Slovakia, Spain, Sweden and Switzerland (cf. the websites of the Member State concerned).

5. Particular and additional requirements applying to specific categories of persons

5.1. Minors (children below 18 years):

- birth certificate and recent, official and signed letter from school;
- minors travelling alone or with only one parent:
- original passports of both parents (unless one parent has the sole custody or residence order for the child);
- proof of consent of parental authority or legal guardian.

5.2. Family member of EU/EEA citizen (spouses and children):

- the EU/EEA citizen's passport or National ID card.
- proof of the family relationship:
 - marriage certificate;
 - birth certificate (only for children).

5.3. Seafarers:

- Seaman's book.
- Covering letter from recruiting company stating the name and the rank of the seafarer.
- Vessel's name, vessel's arrival date in port and the date of the seafarer's joining of the vessel.

5.4. Lorry drivers:

- A written request from the national association (union) of carriers of the host country providing for international road transportation, stating the purpose, duration and frequency of the trips.
- Written request from the partner company based in the Member State.

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- Driver's licence for international transport.

5.5. Persons travelling for the purpose of carrying out paid activity or internship:

Under the national legislation of the Member States, some paid activities or internships require the applicant to provide a work permit or a similar document (cf. the website of the Member State concerned).