

Checklist and order of documents

Long Stay (Joining an non-EEA or Swiss National)

If you wish to come to Ireland to reside for longer than 3 months with your non EEA family member then you must, be granted a long stay "D" (join family) visa in order to travel to Ireland. **Important:** please ensure you arrange your documents exactly as specified in the checklist. Do not print this unless necessary. **Do not submit this checklist with your documents, this is just for personal reference.**

Elegibility:

- You may join your non-EEA/non Swiss family member **immediately** if their employment falls under:
Category A:
 - Critical Skills Employment Permit holder
 - Investors
 - Entrepreneurs
 - Business Permission Holder
 - Researchers Approved Scholarship programme students
 - Intra Corporate Transferees
 - PhD Students (subject to conditions, including no recourse to social welfare payments)
 - Full time non-locum doctors in employment
 - Minister of Religion (permitted exception to Policy document on non-EEA Family Reunification).
- You may join your family member **after a year** they have been legally working in Ireland if their employment falls under:
Category B:
 - Non Critical Skills Employment permit holders
 - All Stamp 4 holders not covered by other more favourable arrangements.
- All other non-EEA nationals (Category C) are not eligible.

The submission of all or any of these documents does not guarantee that your application will be successful. Important: please ensure you arrange your documents exactly as specified in the checklist.

All documents relevant to your circumstances listed below must be submitted. If you do not submit these documents, you will have to sign a Waiver form acknowledging that you are submitting an incomplete application.

Order of Documents	Description of document	Tick box
1	Online application form: must be filled in AVATS Print, sign and date the application summary sheets. Fee Payment (to be paid to VFS directly)	
2	Passport photographs <ul style="list-style-type: none"> • Two colour passport sized photographs not more than 6 months old. You must print your name and visa application reference number clearly on the back. More information on photograph requirements here. 	
3	Your current passport and a full copy of any previous passports NOTE: Your current passport must be valid for at least 12 months after your intended date of departure from Ireland. A complete photocopy of the above current passport (all pages must be photocopied).	
4	Signed Letter of Application must include: <ul style="list-style-type: none"> • Including your full contact details • Outlining your reason for coming to Ireland • Providing details of the family member in Ireland who is sponsoring your application • Giving details of any other members of your family who are currently in Ireland, the UK, or any EU Member State. 	
5	Sponsor's status or eligibility to sponsor: For a sponsor who is a non-EEA citizen: <ul style="list-style-type: none"> • Please provide a clear and legible copy of all pages of their passport, • Where relevant, a copy of their certificate of registration (document issued by the Irish immigration authorities) e.g. IRP. • A copy of their current employment permit/researcher (scientific) hosting agreement or other evidence of eligibility to sponsor. 	
5a	Evidence of claimed relationship: You must provide evidence of the claimed relationship. The responsibility to show proof as to the genuineness of the relationship rests on you and your sponsor. The nature of the evidence required will depend on the relationship claimed, for example see below – spouse, civil partner, child.	
	Spouse or civil partner: Marriage certificate or civil partnership certificate – marriages/civil partnerships must be capable of recognition under Irish law for other purposes outside of the immigration system.	
	Child (under 18 years and unmarried): Birth certificate, adoption order. <ul style="list-style-type: none"> • In the case of a child from a previous marriage or relationship, evidence that you have been given full custody and access rights to the child, for example, a court order • In the case of a child from a previous marriage or relationship, where the other parent has some custody or access rights, a sworn affidavit by that parent consenting to the child being removed from their home country. 	

5b	<p>Finances: You must provide evidence of your finances and those of your sponsor including evidence to show that your sponsor meets the minimum level of earnings required.</p> <ul style="list-style-type: none"> • A detailed statement of your own bank accounts covering a six-month period immediately prior to your application • A detailed statement of your sponsor's bank accounts covering a six-month period immediately prior to your application. 	
	<p>Sponsor who is resident in Ireland: Evidence that they meet the minimum level of earnings required:</p> <ul style="list-style-type: none"> • Employment Detail Summary from Revenue for the 3 years immediately prior to the date of your application and 3 recent consecutive payslips • If self-employed they must submit Notices of Assessment of income from self-employment for the three most recent years, and evidence of earnings in the period since the most recent tax return was filed. 	
	<p>Person eligible to sponsor applications for immediate family reunification (Category A):</p> <ul style="list-style-type: none"> • Evidence of projected earnings, for example a copy of contract of employment. 	
	<p>Person eligible to sponsor applications for family reunification after 1 year (Category B):</p> <ul style="list-style-type: none"> • Evidence that they meet the minimum level of earning required – P60s for the previous 2 years (or previous 1 year in the case of an employment permit holder who has been in Ireland for 1 year only), or if self-employed you must submit Notices of Assessment of income from self-employment, as appropriate • 3 recent consecutive payslips. 	
	<p>An employment permit holder:</p> <ul style="list-style-type: none"> • A copy of their contract of employment of at least 1 year from your proposed date of entry giving their annual salary is also required. 	
6	<p>Evidence of dependency: If you are making your application on the basis of financial and social dependency on your sponsor, you must provide documentary evidence to establish that you are actually dependent on your sponsor.</p>	
7	<p>Previous Visa Refusal: If you were ever refused a visa by any country, you must state this in your application. If you were ever refused entry to, deported from, or otherwise required to leave any country you must provide the original documentation given to you by the authorities of that country and a description of the reasons for deportation/ refusal.</p>	
8	<p>If you have any criminal convictions in any country you must provide documentation with your application and a description of the criminal convictions you hold.</p>	
9	<p>Medical or travel insurance (optional)</p>	
10	<p>For a young person travelling with:</p> <p>Both parents or legal guardians, include: The young person's original Birth Certificate with their application documents</p> <p>One parent or legal guardian only, include:</p> <ul style="list-style-type: none"> • An original letter of consent signed by the young person's other parent/legal guardian • A photocopy of the other parent/legal guardian's passport or national identity card that clearly shows their signature <p>An adult who is not their parent or legal guardian, include:</p> <ul style="list-style-type: none"> • An original letter of consent signed by both of the young person's parents/legal guardians • A parental letter of consent is needed even if the young person is travelling with an older family member, e.g. a brother or sister aged over 18 • A photocopy of each parent/legal guardian's passport or national identity card that clearly shows their signature <p>Alone (i.e. without a parent or any other adult), include:</p> <ul style="list-style-type: none"> • An original letter of consent signed by both of the young person's parents/legal guardians • A photocopy of each parent/legal guardian's passport or national identity card that clearly shows their signature <p>For a young person where a parent is deceased:</p> <ul style="list-style-type: none"> • You must include the original Death Certificate of the deceased parent <p>For a young person where one parent has sole custody:</p> <ul style="list-style-type: none"> • You must include the original Court Order that granted sole custody to the parent concerned 	
11	<p>Any other documents you wish to submit and not listed above.</p>	

IMPORTANT INFORMATION - DOCUMENTS

Please note that visa officers may request additional documents as they consider necessary.

- If there are specific documents that you wish to have returned to you, please submit a list of these with your application. Photocopies of these documents should be included in your application.
- The provision of all the documentation listed in no way guarantees that a visa will be granted
- **Please do not purchase travel tickets prior to a decision being made on the visa application.** Doing so may lead to unnecessary additional costs in circumstances where a visa is not granted.