



Botschaft von Irland,  
Jägerstr. 51  
10117 Berlin

## CONFERENCE VISA

Documentation required when applying for a conference visa  
for travel to Ireland.

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

If you do not submit the required documentation, your application may  
be refused on the basis of insufficient documentation.

All documents listed must be submitted in ORIGINAL. (No fax, e-mails or  
scanned copies accepted) No staples.

The Embassy reserves the right to request translations of non-English  
documents.

	Documents required
1.	Application form completed in full, signed and dated by you, the applicant.
2.	Your original passport, or a full copy of your passport (all pages), valid for 6 months after your date of departure from Ireland.
3.	Two recent colour passport size photos.
4.	Original <b>Aufenthaltstitel</b> or a copy, valid at least 3 months after your date of departure from Ireland. <i>If your Aufenthaltstitel is due to expire less than three months after your return to Ireland, please include a letter from the issuing authority confirming that your Aufenthaltstitel will be extended.</i>
5.	Processing fee <b>plus additional postage fee of €15.00</b> (proof of bank transfer, or cheque/mandate payable to 'Embassy of Ireland').
6.	A signed and dated letter explaining why you want to come to Ireland (details on the conference, why you want to attend), as well as the dates you plan to arrive and leave.

	The letter should include a written 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 Ireland before your immigration permission expires.
7.	<p>An <u>original, signed and dated letter on official headed paper</u> from the conference host in Ireland confirming that you will be attending the conference and including details of the nature, dates and location of the conference, and that the registration fees, if any, have been paid. The letter should also outline who will cover the costs of the trip (travel, accommodation, expenses etc).</p> <p><i>Note: The letter should be dated within the 4 week period immediately prior to your date of application.</i></p>
8 (a)	<p>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, outlining its relevance to your employment or course of study, and confirming that you will be returning there following your visit to Ireland. The letter should also outline who will cover the costs of the trip (travel, accommodation, expenses etc).</p> <p><i>Note: The letter should be dated within the 4 week period immediately prior to your date of application.</i></p>
(b)	Also provide payslips from the <b>3 months</b> prior to your visa application.
9.	<p><u>If you are responsible for the costs of the trip</u>, 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 6 month period prior to your trip.</p> <p>Bank Statements should include the most recent transactions for the account up to the date of your application and:</p> <p>(i) must show your current address and  (ii) must show a positive credit. Lump sum lodgements made shortly before your application will not be considered.  (iii) Photocopied bank statements are acceptable; however the Embassy reserves the right to request original statements where necessary.</p> <p>In the event that you are being supported by a spouse, partner or member of your family, they should provide:</p> <p>(i) evidence of funds in the form of bank statements as outlined above  (ii) an original, signed and dated letter stating that they are undertaking to support you during your trip to Ireland  (iii) evidence of their relationship to you.</p>
10.	<b>Evidence of property rental/ownership in Germany:</b> If you own or rent property in Germany, include your tenancy/rental agreement or property title deed (photocopies are accepted though the Embassy reserves the right to request originals if required).
11.	<p>Details of any previous applications you have made for Irish visas, including refused applications.</p> <p>If you have been refused a visa for any other country details of this refusal should be submitted.</p>