

**Ireland VAC checklist**  
**ATWS NURSING VISA**

BARCODE: \_\_\_\_\_

Full Name: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Date/Location of appointment: \_\_\_\_\_

Passport  
Photograph:

See photograph  
requirements on  
[www.inis.gov.ie](http://www.inis.gov.ie).

**Please complete in full.**

- Your signed and dated summary application form and the appropriate fee (where applicable) must be accompanied by the supporting documents set out below.
- If you do not submit the required documentation your application may be refused on the basis of insufficient documents

	<b>SUPPORTING DOCUMENTS SUBMITTED (All documents mentioned in the checklist are Mandatory)</b>	<b>Original</b>	<b>Copy</b>
1	Fully completed and signed application summary sheet.		
2	Payment confirmation receipt. - <b>Single entry only considered for all residency categories</b>		
3	Two colour passport sized photographs not more than 6 months old and complying with the photograph requirements on <a href="http://www.inis.gov.ie">www.inis.gov.ie</a>		
4	<p><b>Your current passport, previous passport/s &amp; a full copy of any previous passport/s</b> Your current passport must be valid for at least 6 months <b>after</b> your intended date of departure from Ireland.</p> <p>If you are not a national of the country where you are applying from, you must submit evidence of your permission to be in that country e.g. a residence card. You must also have at least 3 months permission to be in that country <b>after</b> your intended date of departure from Ireland.</p> <p>(Current passport must have sufficient space for a visa to be inserted; at least two empty pages are required. For short stay visas the current passport must be valid for at least 6 months from date of intended departure from Ireland. For long stay visas current passport must be valid for 12 months from date of entry into Ireland.)</p>		
5	<p><b>A signed letter of application including your full contact details</b></p> <ul style="list-style-type: none"> <li>• outlining your reason for wanting to come to Ireland,</li> <li>• stating how long you intend to stay,</li> <li>• giving details of any members of your family who are currently in Ireland, or any other EU Member State,</li> <li>• providing details of where you intend to stay while you are in Ireland, and</li> <li>• 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 the State on the expiry of your permission to remain.</li> </ul>		
<b>***Multiple copies are not required for group applications. One set of supporting documents is sufficient***</b>			
6	<p><b>Valid Atypical Working Scheme Approval Letter</b></p> <ul style="list-style-type: none"> <li>• Soft copy acceptable</li> </ul>		
7	<p><b>Registration Certificate from Nursing and Midwifery Board of Ireland</b></p> <ul style="list-style-type: none"> <li>• Soft copy acceptable</li> </ul>		
8	<p><b>Adaption letter or correspondence from the relevant organisation detailing your exam date</b></p> <ul style="list-style-type: none"> <li>• Soft copy acceptable</li> </ul>		
9	<p><b>Offer letter from Employer plus contract of Employment</b></p> <ul style="list-style-type: none"> <li>• Soft copy acceptable</li> </ul>		
10	<b>English Language Certificate IELTS - original</b>		
11	<b>CV – detailing full educational and employment history -original</b>		

12	<b>Educational certificates including Registration Certificate from Indian Nursing Board</b> <ul style="list-style-type: none"> <li>• <u>Originals only accepted</u></li> </ul>		
13	<b>Reference letter(s) from previous employers - original</b>		
14	<b>Police Clearance Certificate – original and no older than 6 months from date of issue</b>		
15	<b>Details of Spouse and Children (if applicable)</b> <ul style="list-style-type: none"> <li>• Original marriage/birth certificates (if applicable)</li> </ul>		
16	<b>Details of family member living in Ireland, UK and Europe (if applicable)</b>		
17	<b>Medical/Travel Insurance</b> Evidence of medical/travel insurance does not need to be provided with your application. However, the Visa Officer may request it before they make a decision on your application.  If your visa is approved, you <b>must</b> have evidence of medical/travel insurance when you arrive at the port of entry (airport/seaport) and must present it to the Immigration Officer on request.		
18	<b>Previous Visa Refusals</b> If you have been refused a visa in the past for any country, you must provide the details.  The original letter issued to you by the authorities of that country must be provided with your application.  Not disclosing any previous visa refusals will result in your application being refused.		

- I confirm that I have submitted all the documentation relevant to the visa type for which I am applying. For documents which are not in English, I have provided a certified translation.
- I understand that a decision may be made on my application based on these documents only.

Applicant's Signature: \_\_\_\_\_

VAC Officer Signature: \_\_\_\_\_

\*\*\*\*\*

### For Official use only

Officer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_