

**Ireland VAC checklist**  
**TRAINING 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>
<b>1</b>	Fully completed and signed application summary sheet.		
<b>2</b>	Payment confirmation receipt.		
<b>3</b>	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>		
<b>4</b>	<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>		
<b>5</b>	Signed letter of application including full contact details.		
<b>6</b>	<p><b>Evidence of Training need to travel to Ireland</b></p> <p><b>Training Employee:</b></p> <ul style="list-style-type: none"> <li><b>Original</b> hardcopy letter from your employer in India outlining your training reason for travelling to Ireland. This letter should clearly state:</li> <li>How long you are required to stay; <b>(You must check the training visa criteria on our website at <a href="http://www.dfa.ie/Irish-embassy/india/visas">www.dfa.ie/Irish-embassy/india/visas</a> to ensure that you meet the criteria for the duration of your stay in Ireland)</b></li> <li>Provide details of where you intend to stay while you are in Ireland;</li> <li>The training itinerary for entire duration of stay in Ireland <b>(must be carried every time you present yourself at immigration in Dublin)</b></li> <li>The training itinerary should clearly specify what applicant is going to do on a daily basis. General terms like 'meetings' and 'discussions' should not be used.</li> <li>State that the cost of trip is being borne by the company</li> <li>Undertake 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>		

	<ul style="list-style-type: none"> <li>The details of signatory- name, designation, contact details i.e. direct phone number and email ID (<b>Digitally signed letter will not be accepted</b>).</li> </ul> <p><b>Self-employed:</b></p> <p>You must provide documentary evidence of your business/company in the form of:</p> <ul style="list-style-type: none"> <li><b>Original</b> hardcopy letter from your company in India outlining your business reason for travelling to Ireland,</li> <li>An original, signed and dated letter of headed paper form your accountant/tax consultant/lawyer,</li> <li>Recent correspondence relating to your self-employment from the Inland Revenue (ITR returns, etc.)</li> <li>A detailed explanation on company's profile/free lancing work</li> </ul> <p>Up-to-date bank statements for your business bank account covering the 3 month period immediately prior to your application.</p>		
7	<p><b>Link to Host Company in Ireland</b></p> <p>You must include an invitation letter (soft copy acceptable, must have company letterhead, date and signature) from the host company in Ireland detailing:</p> <ul style="list-style-type: none"> <li>The nature and duration of your business trip,</li> <li>Who will cover the cost of the trip and how you will be supported for the duration of your stay inclusive of travel, accommodation and living expenses, etc.</li> <li>The details of signatory- name, designation, contact details i.e. direct phone number and email ID (<b>Digitally signed letter will not be accepted</b>).</li> </ul>		
8	<p><b>Medical/Travel Insurance</b></p> <p>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.</p> <p>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.</p>		
9	<p><b>Previous Visa Refusals</b></p> <p>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.</p> <p>Full details of previous visa refusals on a separate cover letter.</p> <p><u>Not disclosing any previous visa refusals will result in your application being refused.</u></p>		
10	<p>If you are a first time traveller OR have never travelled outside of Asia, you will need to complete and sign the <u>Undertaking on Your Return Form</u> and submit this with your application.</p>		

- 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: \_\_\_\_\_

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**For Official use only**

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

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

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