



# Checklist for a *Business or Conference / Event* visa

## 1 Application and applicant details

AVATS reference number:		Current passport number:	
First name / Given name:		VFS VAC location:	
Surname / Family name:		Submission date:	

## 2 Summary

A short stay business visa allows you to travel to Ireland for up to 90 days for business purposes, such as attending meetings, negotiating or signing agreements/ contracts. If you are travelling to Ireland for work outside of these categories, then you are restricted to a stay of 14 days.<sup>1</sup> A conference/event visa allows you to travel to Ireland for up to 90 days to attend a conference, symposium or other event.

The holder of business or conference / event visas cannot work in any way (paid or unpaid) for more than 14 days or rely on Irish public services, for example public hospitals.

## 3 Document checklist

The following documents are required when applying for a visa; however, the Embassy of Ireland, and the Irish Immigration Service, reserve the right to seek additional documents as appropriate to the application:

#	Category	Sub-category	Comments	For use by VFS only		
				Submitted?		LIDPro container
				Yes	No	
1.1	Application form, VFS receipt and completed checklist	AVATS application summary form	<i>The online completed form must be printed, signed and dated by the applicant.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Visa application form
1.2		Payment receipt and checklist	<i>If applying through VFS you must provide a printed copy of your VFS payment receipt, showing the same visa application number (IRLXXXXXXX) as per 1.1. You must also supply this completed checklist.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
2.1	Identity documents	Passport photos	<i>Two photos meeting the following requirements: <a href="https://www.irishimmigration.ie/photograph-rules-for-visa-applications/">https://www.irishimmigration.ie/photograph-rules-for-visa-applications/</a></i>	<input type="checkbox"/>	<input type="checkbox"/>	-
2.2		Current passport	<i>Must be valid for at least six months after the date you plan to leave Ireland.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Travel documents submitted
2.3		Copies of previous passport(s)	<b>Photocopies only</b> of the biographic pages and all stamps/visas from any previous passports. Blank pages do not need to be copied. Details of any lost or missing passports should be mentioned in 3.1.	<input type="checkbox"/>	<input type="checkbox"/>	Applicants Previous Passport(s)
3.1	Purpose of visit	Application letter	<i>Outline the reasons for travelling and your planned itinerary. State whether you have any family members of friends in Ireland or the United Kingdom, and if so list their details.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Main Sponsor's Other Supporting Evidence
4.1	Invitation to Ireland	Travelling for business	<i>Provide an invitation letter from the company in Ireland – on headed paper – stating the activities you will undertake in the State, the duration of your visit and who will cover the cost of the trip. The letter must be signed by a responsible staff member resident in Ireland and include their name, designation, Irish phone number and email address.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2		Travelling for a conference or event	<i>Provide a letter from the conference or event organiser in Ireland, confirming your registration at the conference/event. If you are attending a public conference or event, you must provide your booking showing registration fees have been paid.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>1</sup> <https://www.irishimmigration.ie/coming-to-work-in-ireland/what-are-my-options-for-working-in-ireland/coming-to-work-for-less-than-90-days/short-stay-business-visa/#rules>



#	Category	Sub-category	Comments	For use by VFS only		
				Submitted?		LIDPro container
				Yes	No	
5.1	Obligation to return to your home country	Employed or self employed	<b>Employed:</b> Provide an up-to-date signed letter from your employer, on headed paper with full contact details, confirming your employment, your reasons for travel to Ireland, the activities you will undertake in Ireland, the duration of time you will be in Ireland and confirm who is covering the costs of the trip. <b>Self-employed:</b> Provide a letter from your accountant/tax consultant/lawyer, confirming the nature of your employment, your last three barcoded income tax return acknowledgment forms, and the most recent six month bank statement for your company accounts. You must also provide details of your accommodation in Ireland.	<input type="checkbox"/>	<input type="checkbox"/>	Applicant's Employment Documents
5.2		Studying	Provide an original, up-to-date signed letter from your place of education, on headed paper with full contact details, noting the nature of your studies, and when they are due to end.	<input type="checkbox"/>	<input type="checkbox"/>	
5.3		Retired or unemployed and not in education	If you are retired or unemployed and not in fulltime studies, you can submit evidence of any property you own or rent as your obligation to return home. Please include the title deed and/or tenancy agreement.	<input type="checkbox"/>	<input type="checkbox"/>	
6.1	Visa refusals	If you have previous visa refusals for any country	Provide a letter detailing the refusals (country, reason for travel, dates, reasons for refusal etc.). You must also provide the refusal letter from the issuing country. If unavailable, explain why.	<input type="checkbox"/>	<input type="checkbox"/>	Other / Miscellaneous Documents
7.1	Accompanying family members	-	Accompanying family members should apply for a standard Visitor visa.	-	-	-

## 4 Additional VFS comments<sup>2</sup>

## 5 Applicant declaration

I, the applicant, understand that a decision will be made based on the above documents that I have submitted. ☒

VAC officer signature:

Applicant signature:

Date of signatures:

<sup>2</sup> Where documents are not provided or any particular issues arise at the VAC, please outline here.