

# Employment Visas - Required and Additional Documents

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## Required Documents for all Employment visa applications.

These are requirements for **all** applicants.

- Application summary form
- Passports
- 2 X passport photographs
- Proof of visa fee payment/fee exemption
- Previous passports
- Biometrics (if required)
- If you are resident in a country outside of the country which issued your passport or travel document, you must submit
  - a full colour copy of your residence permission (If you have a residence card you must photocopy both sides)
- Documentation on Previous Visa Refusals, Other immigration Issues (including deportation, overstaying) and Criminal Convictions
- If your travel path involves other countries, you must show that you have the necessary visas in your passport for those countries. If you do not, you must explain why
- Medical/ Travel Insurance.

- Application Letter

**You must submit a signed letter of application which includes:**

- **Your full contact details**
- Your reason for wanting to come to Ireland
- Details of any members of your family who are currently in Ireland, or any other EU Member State
- Details of how long you intend to stay in Ireland,
- Details of where you intend to stay while you are in Ireland, and
- An undertaking that you will:
  - Observe the conditions of your visa

- That you will not become a burden on the State
  - That you will leave the State on the expiry of your permission to remain.
- Evidence of your personal circumstances

You may need to provide evidence of your circumstances in your home country. For example, if you are married you should provide your marriage certificate. If you have children, you should provide their birth certificates with the application.

Please note if you find that you cannot submit a document requested above you should provide an explanation as to why you cannot provide it, and any other documents for consideration by the Visa Officer.

## Additional Documents for type of visa

Depending on the type of visa you are applying for you will need to supply the following documents in addition to the required documents.

### Employment (on the basis of an Employment Permit issued by DETE)

1. You will need to provide your employment permit.
  - Critical Skills Employment Permit
  - General Employment Permit
  - Intra-Company Transfer Employment Permit
  - Contract for Services Employment Permit
  - Exchange Agreement Employment permit
  - Internship Employment Permit
  - Sports & Cultural Employment Permit.
2. You will need to provide a copy of your contract of employment.
  - You will need to provide a **Letter from employer in Ireland** confirming the details of the job you will take up
  - The salary you will be paid
  - If the employer is providing you with accommodation, details of the accommodation.

3. Evidence of qualifications and previous work experience must be submitted in support of the visa application. Examples in which experience and qualifications could potentially be demonstrated include:
  - Your 3 most recent payslips
  - Regular salary payments to your personal bank account
  - Employment letter from your current employer
  - Personal tax statements
  - Professional certificates
  - Training certificates and so on.

#### 4. Finances

You must submit

- Evidence of your finances
- Evidence that you have sufficient funds to cover your costs
- 6 months bank statements.

### Employment - Scientific Researcher (on the basis of having obtained a Hosting Agreement)

1. A clear colour copy of your **Hosting Agreement** with the accredited research organisation
2. A clear copy of your **contract of employment** (if issued by the research organisation)
3. Finances

You must submit

- Evidence of your finances
- Evidence that you have sufficient funds to cover your costs
- 6 months bank statements with your application.

### Employment – Van Der Elst

1. A Letter from your employer in the sending EU Member State which states:
  - That you are legally resident and employed in the EU Member State where the employer is based
  - That you are coming to Ireland to provide services on the company's behalf

- That you will be returning to the sending EU Member State following completion of the project in Ireland
  - The details of the contract (duration should be specified)
  - The name and contact details for the Irish based company.
2. A Letter from the Irish based host company which gives:
- Details of the contract (duration should be specified) and reasons why the employee is required).
3. Evidence of your right to reside and work in the sending EU Member State and of permission to return there following the end of the contract in Ireland. (Evidence of your residence permission, for example if you have a residence card, provide a clear colour copy of the front and back of the card).

If you cannot submit a document requested you should provide an explanation as to why you cannot provide it, and any other documents for consideration by the Visa Officer.