



## Checklist for an *Employment* 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

If you wish to work in Ireland, you need to have an appropriate working permission. Working permissions include various employment permits, issued by the Department of Enterprise, Tourism and Employment, atypical working scheme permissions, issued by the Department of Justice or hosting agreements for scientific researchers. If you are working in Ireland for 90 days or less, you must apply for a short stay (C) visa. If working for over 90 days you must apply for a long stay (D) visa. Further information on working in Ireland is available online: <https://www.irishimmigration.ie/coming-to-work-in-ireland/>.

### 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		LIDPro container	
				Submitted?			
				Yes	No		
1.1	Application form, VFS receipt and completed checklist	AVATS application 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 12 months after the date of arrival in 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 travel	Application letter	<i>Outline the reasons for travelling to Ireland. State whether you have any family members or friends in Ireland or the United Kingdom, and if so list their details.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Visa application form	
4.1	Permission to work in Ireland	Employment permit holders	<i>Provide the employment permit and your employment permit application form. You must also provide a letter from the Irish employer confirming your hiring, and a copy of your contract showing your roles, responsibilities and remuneration.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Link to Reference / Sponsor.	
4.2		Atypical permission holders	<i>Provide the atypical working scheme letter of approval, issued by the Department of Justice. You must also provide a letter from the Irish employer confirming your hiring, the nature of your employment and a copy of your contract. Additional requirements may apply depending on what activities you will be undertaking in Ireland.<sup>1</sup></i>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3		Scientific researchers	<i>Provide the hosting agreement, obtained through your research organisation in Ireland. You must also provide a letter from the Irish employer confirming your hiring, and a copy of your contract.</i>	<input type="checkbox"/>	<input type="checkbox"/>		

<sup>1</sup> <https://www.irishimmigration.ie/coming-to-work-in-ireland/what-are-my-work-visa-options/>.



#	Category	Sub-category	Comments	For use by VFS only		Applicant's Employment Documents	
				Submitted?			
				Yes	No		
5.1	Evidence of your qualification or work experience	-	Provide evidence of your qualifications and previous work experience in the appropriate field. Such evidence could include letters from current and previous employers, recent payslips, professional certificates or qualifications.	<input type="checkbox"/>	<input type="checkbox"/>	Applicant's Employment Documents	
6.1	Financial evidence	Bank statement	You must provide an up-to-date bank statement, showing what money has been paid into and out of the account over the last six months, and showing sufficient funds to cover your costs. Additional information is online. <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	Applicants Financial evidence	
7.1	Criminal history check	Police clearance certificates	You must provide a police clearance certificate (PCC) for any country where you held residence permission (including Ireland or the United Kingdom) in the five years prior to your application.  For country of current residence PCCs should be dated within six months of application. For countries of previous residence, within six month of departure.	<input type="checkbox"/>	<input type="checkbox"/>	Other / Miscellaneous Documents	
8.1	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	
9.1	Accompanying family members	-	Accompanying family members should apply for a standard Join family visa, if they will be residing with you in Ireland. Information on who can join their family members in Ireland is available online: <a href="https://www.irishimmigration.ie/coming-to-join-family-in-ireland/">https://www.irishimmigration.ie/coming-to-join-family-in-ireland/</a> .	-	-	-	
10.1	Medical insurance	-	Evidence of medical or travel insurance does not need to be provided with your application; however, if a visa issues, it must be produced on arrival in Ireland.	-	-	-	

#### 4 Additional VFS comments<sup>3</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> <https://www.irishimmigration.ie/coming-to-work-in-ireland/what-are-my-work-visa-options/applying-for-a-long-stay-employment-visa/employment-visa/#Required>.

<sup>3</sup> Where documents are not provided or any particular issues arise at the VAC, please outline here.