



Ireland Checklist – Business/Visiting Family & Friends/ Tourist

- **You should not purchase your air tickets before you receive your visa.**
- **Prepare you application 3 months before you travel**
- **You can expect a decision on your application within 8 weeks of lodging**

Document	Description	
Lodgment Centre Locations	There are lodgment centers available in the following areas: Johannesburg, Pretoria and Cape Town	
Passport	Valid passport with a minimum of 6 months validity (<i>after the return date of planned trip</i>). Passport must have a minimum of 3 blank pages We require copies of all previous passports you have had. Your application will be delayed if you do not provide copies of all previous passports	
Copies of used pages in the passport	Clear photocopies of each and every USED page of the passport	
ID	Photocopy of applicants ID Document (clear copies only please)	
Application form Business or Tourism	FULLY completed application form (<i>completed in black ink in block letters and signed by the applicant</i>) ALL questions MUST be answered in full. Online submissions are done by Exclusive Global Visas. Applicants are reminded that completing the online application form is only the first step in the visa application process.	
Application Letter - Business Purposes	Write a letter explaining why you want to visit Ireland. Sign and date the letter and submit with all supporting documents. Your letter must include: <ul style="list-style-type: none"> • Your full name • Physical address • Reason you want to come to Ireland • Dates you plan to arrive and leave • Names and addresses of any members of your family who currently live in Ireland or any other EU/EEA country or Switzerland • write a description of everywhere you will stay in Ireland (eg hotel, hostel, B&B, etc), including the dates you will stay at each place. Your letter must include a commitment from you that you will: <ul style="list-style-type: none"> • Obey the conditions of your visa in full • Not rely on public services (eg public hospitals) or become a burden on the State • Leave Ireland before your immigration permission expires 	
Application Letter - Tourism Purposes	Type or write a letter explaining why you want to come to Ireland. Sign and date the letter and submit it with your documents. Your letter must include: <ul style="list-style-type: none"> • You full Name • Residential address • The reason you want to come to Ireland • The dates you plan to arrive and leave • The place(s) you will stay, for example home address of your friend/family, hotel, hostel, B&B, etc • A description of who will pay (or help to pay) for your vacation, for example you, friend/family 	
If visiting friends or family	If you are visiting friends , your letter must also include: <ul style="list-style-type: none"> • The name(s) and address(es) of your friend(s) in Ireland • A description of how you and your friend(s) know each other 	



	<ul style="list-style-type: none"> • Documentary evidence of the relationship between you and your friend(s), for example copies of letters, emails, photographs together, etc • The names and addresses of any members of your family who also live in Ireland (even if you will not visit them) • The names and addresses of any members of your family who currently live in any other EU/EEA country or Switzerland <p>If you are visiting family, your letter must also include:</p> <ul style="list-style-type: none"> • The names and addresses of all members of your family who live in Ireland (including family members you will not be visiting) • The names and addresses of any members of your family who currently live in any other EU/EEA country or Switzerland • Documentary evidence to show you are related to them (for example, birth certificates and marriage certificates etc.) • Documentary evidence to show your relationship with them (for example, copies of letters, emails, photographs together, evidence of previous visits by applicant or reference etc) 	
Photographs	2 x Identical COLOUR passport photographs taken against a white background. (Must not be older than 30 days) Size: 45mm x 35mm (no smiling, no headgear etc)	
Flight Itinerary	Detailed flight itinerary from travel agent. Please do not purchase air tickets before visas have been granted.	
Accommodation Business or Tourism	<p>Printed reservation confirmations (emails or letters) of your accommodation, from:</p> <ul style="list-style-type: none"> • Hotels, guesthouses, hostels, B&Bs, AirBnBs, campsites, etc. • Shared or free accommodation, eg couchsurfing • Any other type of accommodation <p>Reservation confirmations must show the dates you intend to stay at each place.</p>	
Accommodation if staying with host in their home - Tourism	<p>For each host you stay with, ask them to send you a letter with the information listed below. Include this letter with your application.</p> <p>The letter must contain:</p> <ul style="list-style-type: none"> • The host's full name • The host's home address in Ireland • Confirmation by the host that you have been invited to stay • The dates you will stay with the host • A statement by your host about what they will contribute to the cost of your visit (if any): <ul style="list-style-type: none"> ○ The statement must indicate if they will pay for 'all', 'some' or 'none' of the costs of your visit ○ If 'all' or 'some', the letter must include an estimate of everything they will pay for, eg airline tickets, accommodation, living expenses, etc (see viii. Finance plan- available on our website) <p>Host to include proof of address within the last 6 months, for example:</p> <ul style="list-style-type: none"> • Electricity or gas • Fixed line telephone, TV or broadband • A print out of a bill from the internet can only be accepted where it is high quality colour; clearly shows the address of the person and the contact details of the utility 	



<p>Employment letter Business or Tourism</p>	<p><u>For Tourists</u> A letter stating position, period of employment, dates of leave, return date and whether this is going to be paid or unpaid leave.</p> <p><u>For Business</u> A letter from the company stating the applicant's position, the Irish company to be visited and nature of the business as well as;</p> <ul style="list-style-type: none"> ○ How long you have been employed there ○ The dates you are on a business trip ○ The date you will be returning to work at home <p>If you are self-employed you must show that you have an obligation to continue it. To do so, you must provide a letter that includes:</p> <ul style="list-style-type: none"> ● A description of your business and the products or services you provide ● Proof that your business is trading, for example: <ul style="list-style-type: none"> ○ Your most recent financial accounts ○ Recent tax return (original) ○ Confirmations of payments from customers from within last 6 months (printed emails or letters) ● Proof of a business reason to come to Ireland, for example: <ul style="list-style-type: none"> ○ Communication by you with companies or organizations in Ireland (printed emails or letters) ● The date you will return to your business at home 	
<p>3-months pay slips</p>	<p>Copies of 3-months recent pay slips</p>	
<p>Business Invitation Letter BUSINESS ONLY</p>	<p>An invitation letter from a host in Ireland. Your host may be a customer, a supplier or a company/organization. The host's invitation letter must include:</p> <ul style="list-style-type: none"> ● The reason they are inviting you to Ireland ● The dates they plan you to work or meet with them ● Proof of an existing relationship between the host and you, for example: <ul style="list-style-type: none"> ○ Ask your host to include copies of their communications with you about your visit (printed emails or letters) ● A statement by your host about what they will contribute to the cost of your visit (if any): <ul style="list-style-type: none"> ○ The statement must indicate if your host will pay for 'all', 'some' or 'none' of the costs of your visit ○ If 'all' or 'some', the letter must include an estimate of everything your host will pay for, eg airline tickets, accommodation, etc (see viii. Finance plan for more) <p>If you have been invited by and intend to work/meet with more than one host in Ireland, you must obtain a separate letter of invitation from each.</p>	



**Tourist Invitation
Letter
TOURISM ONLY**

Ask the friend(s) or family member(s) you plan to visit in Ireland to type or write a letter that states that they are inviting you to Ireland to visit them. Ask them to sign and date the letter. Include the letter with your application.

The letter must state:

- The reason they are inviting you to Ireland
- The dates they plan to see you in Ireland
- A description of how they know you

The letter must include a clear legible colour photocopy of the picture page of their National Identity Card or passport (including for Irish citizens).

The letter must also include a statement by your friend(s) or family member(s) that they understand you must:

- Obey the conditions of your visa in full
- Not rely on public services (for example public hospitals) or become a burden on the State
- Leave Ireland before your immigration permission expires

You must get a separate letter from each friend/family member you are visiting who has a different home address. A single letter for friends/family who live at the same address is acceptable.

Conditional requirements for the invitation letter

If you are invited to stay with your friend(s) or family member(s) in their home, the letter must state:

- That they are inviting you to stay with them in their home
- The dates you are invited to stay and their full postal address (including EirCode)

If the friend(s) or family member(s) inviting you to Ireland is a non-EU/EEA and non-Swiss citizen, the letter must include:

- A clear legible colour photocopy of their current valid Irish Residence Permit (IRP) or GNIB card
- A clear legible colour photocopy of the current valid immigration permission stamp in their passport

If your friend(s) or family member(s) will help to pay for your vacation, the letter must include:

- A cost estimate and a description of what they will pay for (if appropriate), for example cost of airline tickets in Euro, cost of accommodation and living expenses for your short stay in Ireland.

Documents that prove they can afford to pay - a full description of necessary documents is below



Travel Insurance Business or Tourism	<p>This is not required for the visa application however Proof of Travel insurance is required to enter Ireland, it is suggested you lodge a copy with your application and carry a copy with you when you travel.</p>	
Bank Statements BUSINESS or Tourism	<p>3 months bank statements: You must show that you have enough money to support yourself in Ireland. There is no minimum amount for approving or refusing a visa application. The visa officer will decide if you have enough based on your own circumstances. If you are paying for your own visit, include an up-to-date bank statement with your documents. The bank statement must:</p> <ul style="list-style-type: none"> • Be original and on headed bank paper - Note: You may use a printed internet statement but it must be officially certified by your bank. We will not accept uncertified internet statements • Show your name and address • Show the bank account number and account type, eg checking/current account, savings/deposit account • Show money paid in and out of the account over the last 6 months <p>If you submit a bank statement from a savings/deposit account, you must include an original letter from your bank (on headed paper) that confirms you can withdraw money from it. Do not submit your employer's bank statements unless requested to do so.</p> <p>If someone else (a third party) is helping to pay for your business trip</p> <p>Type or write a description that explains how and why your business trip is being paid for by a third party. You must also include the third party's:</p> <ul style="list-style-type: none"> • Full name and address • Telephone number • Email address (if available) • Website (if appropriate) <p>You must also include:</p> <ul style="list-style-type: none"> • Proof of the relationship between you and the third party, eg copies of letters, emails, photographs together, etc. • Your own personal bank statement, following the same rules as described above 	
Proof of return to South Africa Business or Tourism	<p><u>Family</u></p> <p>If you have a family at home, you must prove that you will return to them. To do so, type or write a description of your family including:</p> <ul style="list-style-type: none"> • Your family status, eg married, co-habiting, separated, divorced, bereaved, etc • Any children or dependents, eg elderly parents <p>If you are married and your spouse is not coming to Ireland with you, you should include a copy of your Marriage Certificate with your application.</p> <p>If you have children aged under 18 and they are not coming to Ireland with you, you should include their original Birth Certificates with your application.</p> <p><u>Property</u></p> <p>If you own or rent property in your country of residence, include documents as proof, eg your original tenancy/rental agreement or a photocopy of your property title deed.</p>	



Travelling with Minors (U/18)	For minors under the age of 18, please provide: <ol style="list-style-type: none">1. Certified copy of the unabridged birth certificate2. Copies of parent's passports/ID's The following additional documents will be required for any minor travelling with only one/none of the Parents: copy of unabridged Birth Certificate, copies of parent's ID's + unaccompanied minor affidavit from each parent not accompanying the minor	
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