



## **IRELAND PROCESS TO APPLY FOR A VISA THROUGH EXCLUSIVE GLOBAL VISAS**

Completing the online application form is only the first step in the visa application process. Please complete the manual form in full to enable us to complete application process online – please ensure you answer all the questions in FULL. The online form is completed by Exclusive Global Visas as a reference number is required to lodge the application at VFS visa centre.

If you need to courier your application to us, please complete the manual form, scan it to us to load online – we will then scan it back to you once completed online for you to print and sign and send to us with your application documents, passport and photo's.

The service we offer is as follows:

1. Exclusive Global Visas (EGV) will have the documents collected from your office/home. EGV will check that you have met the standard requirements.
  - a. Any collections that are out of our collection range will need to be couriered to our offices – we can arrange this for you at an extra cost.
2. EGV will submit your application on your behalf – however this can only be done by appointment only which we will assist with. Should there be no appointments available – we can submit the documentation pack by a walk in – this is an additional fee
3. EGV checks the applications whilst in process and will advise once we have any communication of the outcome of the visas.
4. EGV will collect your passport for you once a decision has been made on your application.
  - a. Note: Courier fees are for your own account for outlying areas.

**PLEASE NOTE VISA FEES AND SERVICE FEES ARE NON-REFUNDABLE REGARDLESS OF THE OUTCOME OF THE APPLICATION.**

### **\*\* Multiple Entry Visa**

The issuance of a Multiple Journey visa will be at the discretion of the Visa Officer. If you apply for a multiple journey visa but are only granted a single journey, the difference in cost will not be refunded to you.

It is not our general practice to issue Multiple-Journey visas unless you have been issued two single entry visas and have shown compliant travel history to Ireland in the recent past.

**NOTE :** If you are travelling to any other destinations enroute to your final destination (in transit) please ensure you check whether or not a visa is required for your transit destination, the onus is on the applicant to ensure that all visas for the trip are obtained accordingly as we will only apply for the visa you have engaged our services to apply for.

**When your documents are ready for submission, kindly contact us to make arrangements to collect.**