

Guide to Completing your Online Visa Application

The purpose of this document is to assist you in completing your online visa application.

The online visa application facility is available in English only and all questions must be answered in English.

This guidance document is also available in Arabic, Chinese, French, Hindi, Russian, Turkish and Urdu.

Before you start

Before you complete your online visa application you should read all of the information on visas contained on the website of the Irish Naturalisation and Immigration Service at www.inis.gov.ie. On the 'Apply for a Visa' pages you will find information on the different types of visas that you can apply for and on the application process including a guide to the supporting documents that you may wish to consider submitting as part of your application.

The supporting documents that you choose to submit are important because they provide information about your personal circumstances in the country from which you are applying. The Visa Officer may decide your application on the basis of the documents that you submit. Please note that the onus is on you to satisfy the Visa Officer that a visa should be granted for the purpose sought.

All supporting documents must be in English or accompanied by a full translation. Each translated document must contain:

- confirmation from the translator that it is an accurate translation of the original document,
- the date of the translation,
- the translator's full name and signature, and
- the translator's contact details.

All letters submitted from a business, company or other organisation should be on official headed paper and give full contact details so that they can be verified. These must include a full postal address, name of contact, position in the organisation, telephone number (landline), website, and email address (email addresses such as yahoo or Hotmail are not accepted).

The Visa Officer considers each application on its merits and may request additional information or documentation. If your application will be decided by one of the overseas offices of the Irish Immigration and Naturalisation Service located in Abu Dhabi, Abuja, Beijing, London, Moscow or New Delhi you are advised to also check their websites for details of any further documentation that may be required by those offices. Contact details can be found on www.dfa.ie under 'Services to the Public'

Please ensure you have all your supporting documents ready for submission prior to completing your online application.

Submission of false, fraudulent or misleading information or documents

If you submit any false or misleading information, or false supporting documentation as part of your application, it may result in the refusal of your application without the right of appeal. It may also result in you being prevented from making further Irish visa applications for a period of up to 5 years.

Passport photographs

You are also required to submit 2 recent passport sized photograph with your application. This photograph needs to be:

- No more than 6 months old
- Minimum size 35mm x 45mm, maximum size 38mm x 50mm
- Printed on photographic paper
- Sharp and clear, and taken against a plain white or light grey background
- A frontal pose looking directly at the camera and showing full face. The face should take up 70-80% of the photograph. The expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes.
- Only head coverings worn for religious reasons are permitted. Hair bands are not allowed
- Sunglasses are not acceptable. If glasses are worn they should be of clear glass so that the eyes are visible

Separate visa required

Every person wishing to travel to Ireland requires their own visa. This means that even if your dependents are included on your passport they each require a separate visa. Therefore you must make a visa application for each person wishing to travel to Ireland. A visa fee is payable for each application.

Biometric information

You may be required to provide your biometric information i.e. your fingerprints and live capture facial image (in other words a digital photograph) as part of the application process. If this requirement applies to you will be notified when you are submitting your online application.

If you are required to provide biometric information and incorrectly claim to be biometric exempt when completing your on-line application form it may result in your application being refused without a right of appeal, and you being prevented from making further Irish visa applications for a period of up to five years.

Entering the online visa application facility

When you enter the Online Visa Application facility you will need to confirm that you have read all information on visas contained on our website www.inis.gov.ie, details of our data protection obligations including our terms and conditions, and our privacy policy.

This service is available only in English and all questions must be answered in English. Help tips are available for some fields which explain what information is required.

If you have read all of the required guidance information and documentation, and have confirmed this by ticking the box provided, you are now ready to begin your application.

Type of Visa

- The first question you will be asked is the type of visa you are applying for - Short Stay (C) or Long Stay (D).

If you wish to travel to Ireland for a stay of less than 3 months you must apply for a short stay 'C' visa. Short stay visas are granted for such purposes as tourism (including a short course of study), visiting family or friends, business, attending a conference/event, participating in a performances/tournament, getting married or entering into a civil partnership, short-term working where approval has been granted under the Atypical Working Scheme, medical treatment, sitting an exam, undertaking an unpaid internship, some types of training, joining a ship or transiting through an Irish port of entry to your country of destination

If you wish to travel to Ireland for more than 3 months, for example to pursue a course of study, for long term work or to settle permanently in Ireland with family members who are already resident in Ireland, then you can apply for a long stay 'D' visa for a single entry.

Single or Multiple Journey

- The next question you will be asked is 'Journey Type' - whether this is Single or Multiple.

A Single Journey visa will allow you to seek entry to Ireland on one occasion only within the validity dates shown on the visa.

A Multiple Journey visa will allow you seek entry to Ireland on a number of occasions within the validity dates shown on the visa.

If you are applying for a short stay 'C' visa you may apply for either a single or a multi entry visa.

If you apply for a multiple journey visa but are granted a single journey visa the difference in the visa fee will not be refunded to you under any circumstances.

If you are making an application for a long stay 'D' visa i.e. for a stay in Ireland of more than 3 months, for example for the purpose of study or work or joining a family member who is already living here, you should apply for a single entry, long stay visa.

Policy considerations underpinning decisions on applications for short stay multiple entry visas

Multi entry visas are usually only issued to an applicant who has shown a compliant travel history.

If you have had 2 previous Irish visas and have observed the conditions of these visas (e.g. you did not overstay or work illegally) you may apply for a visa for multiple journeys.

A multi entry visa may be approved in certain circumstances if you have no travel history to Ireland, for example if:

- you need to travel regularly to Ireland on short visits for business meetings. You should submit evidence of this from your employer and the company in Ireland with whom you are engaging in business (where relevant),
- while in Ireland on business, you need to travel to another country, returning to Ireland for further meetings, or onward travel, or
- you are travelling to and from another country, via Ireland.

Any person who is issued with a long stay (D) visa, and intends to remain in Ireland for a period exceeding 90 days must register with the Garda National Immigration Bureau (GNIB) within 90 days of arrival in the State. (Please see www.garda.ie for further details). Once you have been issued with a Garda Registration Card you can apply for a Multiple-Journey Re-entry Visa, if necessary. For further information on this matter please see The Re-Entry Visas pages on www.inis.gov.ie

Continuing with your online application...

- You then need to select the Reason for Travel. For example, if you wish to visit Ireland as a tourist select “visit tourist” or if you wish to visit family or friends in Ireland, select “visit family/friends.
- The option you choose here will determine the questions you will be asked throughout the remainder of the process so it is important that you select the correct reason from the list provided. Selecting the incorrect reason for travel may result in your application being returned to you and you may be asked to complete a new application.
- If your reason for travel is not shown in this list you should select the option ‘Other’.
- You should then briefly outline the exact reason in the next field ‘Purpose of Travel’. This field may also be used to provide additional information for any option you choose.
- You should then select the Type of Passport you hold and Passport Number (Most people will hold a National Passport)
- Now enter the proposed dates on which you intend to enter and depart Ireland. If you are applying for a long-term visa, you may not have a departure date, so you may leave the ‘To’ field blank. All applicants for a short-term visa should enter their proposed date of departure from Ireland in this field.
- Click on the ‘Save and Continue’ button to take you to the next screen.
- If you have left any mandatory field blank, a message will appear in red at the top of the screen. You need to scroll down the screen to see what fields need completing
- Next you must enter your Surname, Forename, and any other name(s) (e.g. maiden name or name at birth).
- Your Date of Birth should be in the format ddmmyyyy - e.g. 07091982 - 7th September 1982
- Select your gender by ticking the appropriate box.
- Next, select your Country of Birth from the list provided.
- Do likewise for your Country of Nationality. For Nationality you should select the country for which you hold a passport. If you hold dual nationality you should select the country stated on the passport on which you intend to travel.
- For current location you should select the country in which you are currently residing.
- A full address is required (a Post Office Box address is not sufficient). Only your current address is required here and you may use up to 4 lines to enter details
- Please also provide your telephone number at which the Visa Officer can contact you during daytime working hours, and your email address.
- Click on the ‘Save and Continue’ button. You will then be presented with your unique Transaction Number. Once you have this number you can save your application, exit this process at any stage, and return to complete your application within 30 days.

- You can retrieve your application at any time during these 30 days by using the ‘Retrieve Application’ option on the left of the screen. You will need to enter your Transaction Number, Passport number, Country of Nationality and your Date of Birth.

The remaining questions that you will be asked will depend on the purpose of your journey, but in general will relate to your past immigration history, your current occupation (if any), details of your host/family member in Ireland, your personal status and family details.

With many questions you will have the option of answering ‘Yes’ or ‘No’. On selecting one of these options, further questions may be presented to you which will not be visible until you have ticked the relevant box. It is therefore important that you always select the correct answer; otherwise you may miss out on completing vital information that will delay the processing of your application, and could result in it being refused.

A number of fields are mandatory and you will not be able to continue with your application until you have entered information in these fields.

There now follows a detailed guide to completing the remainder of your Online Visa Application, covering the questions that relate to most categories of application -

General Information

- Select the number of years and months you have been residing in your current country of residence, and whether or not you have permission to return there after your stay in Ireland
- If you are applying from a country (other than Nigeria) in which Irish visa applicants are required to provide their biometric information (fingerprints and digital photograph) as part of the application process the next question you will be asked is “Are you exempt from the requirement to provide your biometrics?” You must answer “Yes” or “No” to this question. You are advised to click on the “Checklist of Biometric Exemptions” before you answer this question. If you answer “Yes” you must select the Exemption Type - “Child under 5 years of age” or “Other”. If you select “Other” you must enter the reason.

Please note: This function will be implemented for applicants making their applications in Nigeria shortly. In the meantime applicants in Nigeria should refer to the website of the Visa Office in Abuja for information on the requirement to provide biometrics when making an application from Nigerian and on the exemptions that apply.

The text of the “Checklist of Biometric Exemptions” is set out below for your information.

Text of Checklist of Biometric Exemptions

Warning

If you incorrectly claim to be biometric exempt when completing your on-line application form you are at risk of:

- your application being refused without a right of appeal, and
- being prevented from making further visa applications for a period of five years.

Please read this information note carefully to check if you are exempt from the requirement to provide biometrics.

For further information on our biometrics policy in relation to visa applicants please refer to the visa pages of the website of the Irish Naturalisation and Immigration Service at www.inis.gov.ie

1. Meaning of “exempt from the requirement to provide biometrics”

If one of the exemptions listed below applies to you it means that you are not required to provide your fingerprints and live capture facial image as part of your visa application.

2. Exemptions

The following applicants are biometric exempt.

Age

- a. Children under 5 years of age on the date of the submission of their online visa application are exempt.

Status/class

- b. Heads of State and the members of their family forming part of their household whether travelling officially or privately and private servants and officials included in the delegations of such visitors are exempt. Members of their household include spouse/civil partner/children under 18 years.
- c. Heads of Government and Government Ministers of states recognised by Ireland, members of their family forming part of their household, and officials in the delegation travelling to the State for an official purpose are exempt. Members of their household include spouse/civil partner and children under 18 years.
- d. Diplomats, administrative, technical and service staff and career consular officers, and members of their family forming part of their household, who are accredited to Ireland are exempt. Members of their household include spouse/civil partner/children under 18 years /dependent children up to the age of 25 years who are in full-time education.
- e. Diplomats transiting through the State to or from a country where they are accredited are exempt. Members of their family forming part of their household are also exempt. Members of their household include spouse/civil partner/ children under 18 years.
- f. Diplomatic couriers travelling to the State/transiting the State are exempt.
- g. Diplomats travelling to the State in their official capacity as part of the official party or delegation of serving Government Ministers or equivalent are exempt where their applications are accompanied by a note verbale from the sending authority (i.e. the relevant government department setting out the details of the nature of the visit and who is travelling) and an invitation letter from the inviting department in Ireland.

Note: Holders of official /service passports travelling to Ireland on the business of their government are not exempt from the requirement to provide their biometrics (unless they otherwise qualify for an exemption).

- h. Employees of intergovernmental organisations based, or with offices, in Ireland who have been recruited overseas are exempt as well as representatives and officials of intergovernmental organisations travelling to Ireland in their official capacity on the official business of that organisation where their applications are accompanied by a note from the intergovernmental organisation setting out the details and nature of the visit and an invitation letter from the inviting organisation in Ireland. Members of their family forming part of their household are exempt. Members of their household include spouse/civil partner/children under 18 years.

Other people forming part of the official party or delegation of an employee of an intergovernmental organisation e.g. civil servants, secretaries and interpreters are also exempt.

Note: “Intergovernmental organisation” refers to organisations that are made up primarily of [member states](#). Examples include [Council of Europe](#) (CoE), [European Union](#) (EU), International Monetary Fund (IMF), International Labour Organisation (ILO), [Organisation for Economic Co-operation and Development](#) (OECD), [Organisation for Security and Co-operation in Europe](#) (OSCE), United Nations (UN), [World Trade Organisation](#) (WTO).

- i. Airline crew members who arrive as crew members of an aircraft and are under engagement to leave within 7 days either on the same aircraft or another are exempt.

Note: Airline crew transiting within a maximum of 24 hours do not require visas (unless they are nationals of a country that is scheduled for the purposes of transit visas).

Persons for whom it is physically impossible to provide biometrics

- j. Applicants for whom it is physically impossible to provide biometrics (e.g. Emergency “stretcher” cases) are exempt.

Note: Applicants with 1 or no fingers are exempt from the requirement to provide fingerprints. However, they are required to provide a live capture facial image and are therefore not biometric exempt.

- The next question asks if you have ever applied for an Irish Visa before, and if one has ever been issued to you
- If you have been issued with an Irish Visa, you need to give the location of the Irish Embassy/Consulate/Visa Office where you made your application, or provide the reference number that issued to you at that time
- You then need to state whether you have ever been refused an Irish Visa. If you have, you must give the location of the Irish Embassy/Consulate/Visa Office where you made your application, or provide the reference number that issued to you at that time
- The next question asks if you have ever been to Ireland before. If you have ever entered Ireland at any time in the past, either legally or illegally, you must answer ‘Yes’ to this question.
- If you answer ‘Yes’ to this question, further questions will appear. You will be asked the purpose of your previous trip, and to provide any reference numbers which may have issued to you during your stay - e.g. Department of Justice Reference Number, Garda National Immigration Bureau (GNIB) Number, or a Personal Public Service (PPS) Number. If your previous time in Ireland was for a short stay only, you most likely won’t have received any of these numbers and you may leave these boxes blank
- The next question asks if you have family members living in Ireland - this includes extended family members such as aunts/uncles/cousins//grandchildren/grandparents/in-laws
- If you answer ‘Yes’ to this question, further questions will appear, seeking the name, date of birth, relationship to you, and the Department of Justice Reference Number, of one family member. You should give the details of your main family contact in Ireland. If you have more than one family

member residing here, you should list them on a separate sheet and submit this with your supporting documentation

- The Department of Justice Reference Number is issued to all non-EEA/Swiss nationals residing in Ireland. It can be found on their Garda (GNIB) Registration Card.
- You will then be asked if you have ever been refused permission to enter Ireland. Have you ever arrived at a Port of Entry to Ireland and been refused entry by an Immigration Officer, whether or not you were in possession of a visa?
- Have you ever been deported from Ireland, or received notification that you are subject to Deportation?
- Have you ever been refused a visa to a country, other than Ireland?
- Have you ever been refused entry to, deported from, or otherwise asked to leave a country other than Ireland?

If you answer 'Yes' to any of these 4 questions, you must give details in the box provided, including the country concerned, dates and the reason.

If you answer 'No' to any of these questions and it is subsequently discovered that you have not answered truthfully, your visa application will be refused

- The final question in this section asks if you have any criminal convictions. If you answer 'Yes', you must then answer further questions regarding the reason for your conviction, where and when this took place, and the length of your sentence

Click on the Save and Continue button

- If you have left any mandatory field blank, a message will appear in red at the top of the screen. You need to scroll down the screen to see what fields need completing

Passport Details

- You need to state where your Passport or Travel Document was issued, and give the date of issue and date of expiry
- If this is not your first passport you must tick 'No' in answer to the next question. You will then be presented with further questions regarding previous passports - the same details as before are required - number, issuing authority and dates of issue and expiry

Employment/College Details

- This section relates to your current employment or study in your country of residence. The first question asks if you are currently employed - if you answer 'Yes' to this question you will be provided with further questions seeking details of your current employer, duration of employment, position held, work address and your employer's business telephone number and email address
- The next question asks if you are currently a student - if you answer 'Yes' you will be asked to provide the name, address, phone number and email address of your school or college
- Click on the Save and Continue button
- If you have left any mandatory field blank, a message will appear in red at the top of the screen. You need to scroll down the screen to see what fields need completing

Travelling With Others

- The next question asks if you will be travelling with any other person - business colleague, family member, or as part of a group.
- If you answer 'Yes' you will be asked to provide the name of the person(s) and state their relationship (if any) to you
- If you are part of a group, please give the name of the group leader
- Click on Save and Continue button

Contact/Host in Ireland

- If you have no personal contact or host in Ireland, you must give the name and address of the accommodation at which you will stay during your visit
- If you are travelling on business, or to a conference or event, you must give the business address of your Irish-based host/organiser and a daytime telephone number at which they can be contacted
- If you are coming to Ireland to work or study you should give the business address of your Irish-based employer/college, and a daytime telephone number at which they can be contacted
- If you are visiting/joining family or friends, you should give their home address and a daytime telephone number at which they can be contacted
- Please then indicate whether your host/contact is personally known to you
- If you answer 'Yes', please give their surname, forename, country of nationality, occupation, their relationship to you, and their Department of Justice Reference Number (if a non-EEA/Swiss national)
- If you answer 'No', please give the surname and forename of the person you have had contact with in the company/college/organisation
- Click Save and Continue button
- If you have left any mandatory field blank, a message will appear in red at the top of the screen. You need to scroll down the screen to see what fields need completing

Your Family

- Please select from the drop-down menu whether you are Single, Married/in a Civil Partnership, Widowed, Divorced, Separated, have a de-facto Partner.
- If you have a spouse or partner, please give their surname, forename, any other name (e.g. maiden name or name at birth) and their date of birth
- their passport number, and indicate whether they will be travelling with you
- If they are travelling with you, have they got their own passport, or are they named on your passport? If they are travelling with you, a separate application must be completed and a separate fee is payable

- Select whether your spouse/partner is male or female, and select the country in which they currently reside
- Next, enter the number of dependent children you have and provide their surname, forename, date of birth, gender, and nationality.
- Please indicate whether the child is travelling on your passport or if they have their own. A separate application must be made for each child, even if they are included on your passport. A visa processing fee is payable for each application.
- If you have more than 6 dependent children, please provide additional details on a separate sheet and include with your supporting documentation
- Click Save and Continue button

For many categories of visa applications, you will now have reached your last question which asks if you have received assistance from an Agent/Agency in completing this online application. For other categories of visa applications, such as Employment and Study, there are some more questions specific to these categories and they are outlined at the end of this document.

Assistance with this form

- If you received assistance from an agent/agency in completing your online application you must give the name of the agent, the name and address of the agency, and a daytime telephone number at which the agent can be contacted

Declaration

When you have completed all questions you will be presented with a Declaration which you must read. If you agree with the content of this Declaration you need to tick the box to confirm this. The text of the declaration is set out below for your information.

DECLARATION BY APPLICANT

You must now read the declaration below and sign it. This must be signed by the applicant personally.

An application for a person under the age of 18 should be completed by the parent or legal guardian.

DECLARATION

I hereby apply for a visa to Ireland. The information I have given is complete and is true to the best of my knowledge. I also declare that the photograph submitted with this form is a true likeness of me, the applicant. I confirm that if, before the application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Embassy/Consulate/Visa Office handling my application.

I understand that I may be required to provide my biometric information (fingerprints and facial image) before my application will be processed and that any such information, together with my biographical information, will be collected by the United Kingdom Home Office or another authorised agent on behalf of the Irish Naturalisation and Immigration Service of the Department of Justice and Equality. I agree and consent to this process and to provide my biometric information if required.

I am aware that the Irish Naturalisation and Immigration Service, Department of Justice and

Equality is the data controller of the personal data supplied for the purposes of this application. I consent to the personal data supplied being processed by the Irish Naturalisation and Immigration Service, the Department of Foreign Affairs and Trade and any other bodies in accordance with Irish law including data protection law for the purposes of promoting the interests of Ireland and its citizens, maintaining fair and effective immigration controls, including confirming/establishing identity and/or immigration history/criminal history, and preserving and strengthening the Common Travel Area. I consent to the personal data provided being retained by the Irish Naturalisation and Immigration Service for further processing for the above stated purposes. I consent to my biometric and/or biographical information being shared with and retained by the United Kingdom Home Office for further processing in accordance with the law for the purpose of maintaining fair and effective immigration controls across the Common Travel Area.

I agree that the data in my application, and/or any further data supplied, including biometric information and the results of checks carried out on relevant databases, may be disclosed to other Irish Government Departments and/or Agencies, including An Garda Síochána (Irish Police), as well as to public authorities of the Member States of the European Union/EEA and/or other States, including for the purpose of confirming identity and/or immigration history/criminal history.

I understand that I may be recorded by electronic means (CCTV) when I attend at a centre for the purpose of providing my biometrics and biographical details or lodging my documents and that any such recordings may be retained for the purpose of maintaining the integrity of the visa application process.

I understand that additional information may be required before my application can be processed. I understand that failure to provide such data, if requested to do so by the Embassy/Consulate/Visa Office, may result in the refusal of my application.

I understand that any false or misleading information, or false supporting documentation, may result in the refusal of my application without the right of appeal, and that this may result in me being prevented from making further visa applications for a period of up to five years.

I also understand that if I have incorrectly claimed to be exempt from the requirement to provide biometrics my application may be refused without the right of appeal, and I may be prevented from making further visa applications for a period of up to five years.

I agree that the outcome of this visa application may be made available to the United Kingdom Home Office for the purpose of preserving the integrity of the Common Travel Area.

I agree that the application form and supporting documentation, or copies thereof, may be conveyed to the Irish deciding authority by reasonable means as considered appropriate by the receiving office, including commercial courier (in sealed package) or other postal or electronic means.

I agree to be contacted by the Irish Naturalisation and Immigration Service of the Department of Justice and Equality for the purposes of conducting policy research and/or customer feedback surveys. Any additional information provided will be used solely for this purpose.

I agree that the consents in this declaration shall constitute all necessary consents for the purposes of any legal requirement whatsoever for the purposes of this application.

**Signature of applicant / parent or legal guardian
(in case of an applicant under 18 years of age)**

Date

You will then see a screen containing all of the information you have entered. You are advised to print this and check it for any errors.

If you need to make any changes at this stage you can do so by using the 'Back' button to navigate to the relevant question.

You then need to click on the Save and Continue button to navigate back to the final screen. When you are satisfied that all your details have been entered correctly, please click on the 'Submit' button.

Next, click on the 'View and Print Summary Sheet' button. This will contain brief details in relation to your application and how and where you should submit your application, relevant fee and supporting documentation.

This Summary Sheet will also include the Declaration which you read earlier, which you must now sign.

Only the person making the application can sign this Declaration. If the applicant is under the age of 18 years, the parent or guardian should sign on their behalf.

Please ensure that you print your name and your application transaction number on the back of your photograph. Please do not attach the photo to the form. It is important that your photograph meets the requirements listed on Page 1 of this document, as photographs not meeting these requirements cannot be accepted and will cause delays to the processing of your visa application.

Submission of Documents to Irish Embassy/Consulate/Visa Office/Visa Application Centre

Once you have submitted your application online you should check the website address shown on your Summary Sheet for details on how to submit your supporting documentation, the fee payable and the method of payment accepted.

Your Summary Sheet, the relevant fee (or confirmation of the payment of the fee where you are required to make the payment online), 2 photographs which meets our requirements, and all the supporting documentation required for the category of visa for which you are applying, should be submitted to the relevant Irish Embassy/Consulate/Visa Office/Visa Application Centre without delay.

If you are applying for an Employment or Study Visa please see below

Employment Visa Application

If you are applying for a visa to work in Ireland, you must have the permission of the Department of Jobs, Enterprise and Innovation by way of an Employment Permit or approval under the Atypical Working Scheme operated by the Irish Naturalisation and Immigration Service.

If you have selected 'Employment' as your reason for travel to Ireland, having entered your family details, you will be presented with a further screen.

- You must now enter the reference number of your Employment Permit /approval for the Atypical Working Scheme.

Note: If you are applying for a Van der Elst visa, you will not have an Employment Permit. Please enter N/A in the box provided for a reference number.

- You then need to give the name and address of the company for which you will be working.
- Please provide a contact name, telephone number, and email address for someone within that company that the Visa Officer can contact during daytime working hours.
- Please now follow the instructions above for finalising and submitting your application and supporting documentation

Study Visa Application

If you wish to apply for a visa to study in Ireland you must first have been accepted on a course of study - please see www.inis.gov.ie for information on studying in Ireland and ensure you meet all our requirements prior to completing this online application.

- You must confirm you have been accepted on a course of study, and give the name of the school/college, the course title and duration
- Confirm if you have paid your fees in full to the college
- State the number of hours of daytime tuition which you will attend each week
- You must then state if you have ever studied in Ireland before. If you answer 'Yes' you will need to provide details in the box provided - name of college, course undertaken, and commencement and completion dates
- The next question is 'Do you speak English'. If you answer 'Yes', you will be asked to provide details of any internationally recognised English Language qualifications you hold. Please see our Student Visa Guidelines for details of our English Language requirements.
- You then need to give details of your educational qualifications to date. This refers to both second and third level education qualifications, and you must enter the name of the school/college, the dates between which you attended, and the qualifications you obtained
- Any gaps between your last period of education and this application must be accounted for in the box provided
- If you have ever been employed, please provide details - name of employer, dates employed, and the position held by you
- You must then give details of what financial support you will have while in Ireland - do you have your own finances, will you be supported by a sponsor(s) (e.g. family member), are you being financed by your Government or is there some other form of financial support available to you?
- If you choose the option 'Sponsor', you must give the name of your main sponsor, their relationship to you, their address their daytime contact phone number at which the Visa Officer can contact them.
- If you have more than one sponsor, you must provide the same details as above on a separate sheet and submit with your supporting documentation
- If there are other funds which you wish to have considered, please enter details in the box provided.
- Please now follow the instructions above for finalising and submitting your application and supporting documentation