



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 information

If you wish to work in Ireland, you need to have an appropriate working permission before applying for a visa. Working permissions include various employment permits, issued by the Department of Enterprise, Trade 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		
				Submitted?		LIDPro container
				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		VFS 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 (IRLXXXXXXXX) 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: https://www.irishimmigration.ie/photograph-rules-for-visa-applications/</i>	<input type="checkbox"/>	<input type="checkbox"/>	-
2.2		Current passport	<i>Must be valid for at least 3 months after the date you plan to leave Ireland. The applicant must provide a full paper copy of their passport.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Travel documents submitted
2.3		Previous passport(s)	<i>A full paper copy of previous passports must also be supplied. If passports are lost or stolen, submit a letter to state the same and any police reports to confirm the same.</i>	<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 of 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 by the Department of Enterprise, Trade and Employment and the permit application form. 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"/>	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.¹</i>	<input type="checkbox"/>	<input type="checkbox"/>	

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



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				Submitted?		LIDPro container
				Yes	No	
4.3		Scientific researchers	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.	<input type="checkbox"/>	<input type="checkbox"/>	
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	Criminal history check	Police clearance certificates	You must provide a police clearance certificate (PCC) for any country where you held residence permission in the five years prior to your application. If you will be providing biometrics at your VFS appointment, then you do not need to provide PCCs for previous residence in Ireland or the UK. All PCCs must have been issued within six months of your visa submission date. PCCs are not required if you are applying for a C visa and working for less than 90 days in Ireland.	<input type="checkbox"/>	<input type="checkbox"/>	Other / Miscellaneous Documents
7.1	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
8.1	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: https://www.irishimmigration.ie/coming-to-join-family-in-ireland/ .	-	-	-

4 Additional VFS comments²

5 Applicant declaration

I, the applicant, understand that a decision will be made based on the above documents that I have submitted.

6 DigiLocker consent

As a resident of India, I consent to having my documents verified through DigiLocker, if required.

VAC officer signature:

Applicant signature:

Date of signatures:

² Where documents are not provided or any particular issues arise at the VAC, please outline here.