

EMPLOYMENT VISA CHECKLIST – PLEASE TICK THE BOX (V-Yes X- No)

**PLEASE NOTE THAT ALL DOCUMENTS LISTED BELOW MUST BE INCLUDED WITH YOUR APPLICATION
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND MAY RESULT IN VISA REFUSAL**

Please **DO NOT INCLUDE** any PLASTIC COVERS/FOLDERS OR STAPLES with your documents, **only send loose sheets.**



Please refer to the following webpages for a detailed information before applying for an Irish visa

www.ireland.ie/en/poland/warsaw/services/visas/

www.irishimmigration.ie/coming-to-work-in-ireland/what-are-my-work-visa-options/applying-for-a-long-stay-employment-visa/

1	Application Form – signed and dated	
2	Passport + previous passports + 2 photographs + COPIES of all passport pages (including blanks)	
3	Visa Fee Payment	
4	Residency Card + COPY of the residency card	
5	Application letter - signed and dated explaining why you want to come to Ireland. It must include your full name, postal address, contact details and the commitment from you that you will: - Obey the conditions of your visa in full - Not rely on public services (e.g. public hospitals) or become a burden on the State - Leave Ireland before your immigration permission expires.	
6	Employment Permit from the Department of Enterprise, Trade and Employment	
7	Employment Contract including the information: - details of your new job - the salary you will be paid - details of accommodation (if the employer is providing one)	
8	The letter from your employer from Ireland including the information: - Details of your new job - The salary you will be paid - Details of the accommodation, if the employer is providing you with accommodation.	
9	Evidence of qualifications and previous work experience: For example: - Your 3 most recent payslips - Regular salary payments to your personal bank account - Employment letter from your current employer - Personal tax statements - Professional certificates/Training certificates	
10	Finances Up-to-date 6 months DETAILED bank statement. It must: - Be original and on headed bank paper, must include your name and address - Show money paid in and out of the account over the last 6 months. - You must also include a written explanation of any large movements of money in or out of your account, if appropriate.	
11	Previous Visa Refusal Details	

VISA INFORMATION and VISA PROCESS

Please note that Ireland is not party to the Schengen Agreement, and a Schengen visa or a Polish residence permit **does not** entitle you to travel to Ireland without a visa.

Before you apply for a multiple entry visa, please visit the website <https://www.irishimmigration.ie/single-multiple-visas/> where you will find information on whether you meet the criteria to apply for a multiple-entry visa.

Next, please proceed with the following steps:

1. Complete the online application form on AVATS <https://www.visas.inis.gov.ie/avats/OnlineHome.aspx>
2. This will generate a Summary Sheet/Application form. You must print, sign and date this form.
3. Gather your supporting documentation, two passport photographs and proof of your visa fee payment.

Please see information on fees and payments on the Embassy website:

<https://www.ireland.ie/en/poland/warsaw/services/visas/visas-for-ireland/#Fees>.

The Embassy does not accept cash or credit cards in respect of visa fee payment.

4. Submit your application in person or by courier to the Embassy of Ireland in Warsaw (ul. Mysia 5, 00-496 Warsaw). The Embassy visa section opening hours are Monday – Friday 9:30 – 12:30. No appointment necessary.
5. **Before attending the Embassy to submit your documents, or before you send your documents by post, you must complete a visa checklist and organise the documents in order as they appear on the checklist.**
6. The Embassy operates a 'provide or explain' policy. If you cannot provide a document listed in the checklist, you should explain this with a note in its place. Your application will be considered on this basis.
7. If you send your documents by courier or registered post, please track the delivery in the postal tracking system, not via Embassy. The Embassy will not reply to emails asking whether the documents were received.
8. **Please DO NOT INCLUDE any PLASTIC COVERS/FOLDERS or STAPLES with your documents, only send loose sheets**

YOUR PASSPORT:

- You may leave your passport at the Embassy for the duration of the visa process.
- You may come to the Embassy in person with your original passport for inspection. Please bring with you a copy of all pages of your passport. Your original passport will be returned to you straight away. The Embassy does not offer copying services. If a visa is granted, you will be asked to either come with your passport for stamping or send it to the Embassy for stamping.
- If you wish to send us the documents by courier, and prefer not to send us your original passport, please send us a Certified (notarised, certified by your HR department, etc.) copy of all pages of your passport.
- When your visa decision has been finalised, you will be contacted by email. The status of individual application cannot be discussed by phone. The Embassy will not reply to emails asking about the status of your application. You will be contact when a decision is taken.
- **The visa processing time takes around 6 to 8 weeks from the receipt of all required documents; therefore, the applications should be submitted in good time. The Embassy does not offer an express visa service.**