



JOIN FAMILY VISA CHECKLIST

If you are a visa required person who wishes to come to Ireland to reside for longer than 3 months with a family member who is an Irish citizen, or who otherwise is lawfully resident in Ireland, you can apply for a long stay (Join Family) visa.

A comprehensive statement of national immigration policy on the area of family reunification is contained in the '[Policy Document on Non-EEA Family Reunification](#)'. The policies outlined in the document apply to all decision making in relation to family reunification cases where ministerial discretion applies including long stay (join family) visa applications. This document is updated periodically to reflect the latest financial and other criteria, and may be found at the Irish Immigration website www.irishimmigration.ie.

This document is one of the forms you need to submit with your application documents. If any of the required documents listed below are missing, your application may be returned or refused. Gather your documents in order of the checklist and check each item.

You are requested submit the following documents:

	Required Documents	Yes	No
	Please refer to the Irish Immigration website for what is required when applying for a visa - https://www.irishimmigration.ie/ Please confirm you have read and understood the ' Policy Document On Non-EEA Family Reunification '.		
1	Original Passport valid for at least 6 months after the intended date of arrival in Ireland. Passport must have sufficient space for a visa to be inserted, at least two empty pages are required. If your passport does not comply with the above, your application will be returned to you. A copy of all stamped or containing visas pages of your passport is required.		
2	You should submit all previous passports . The first page and a copy of all stamped or containing visas pages of your old and new passports are required. If you are not a national of the country from where you are applying, you must submit evidence of your permission to be in that country e.g. a residence card . You must also have at least 3 months permission to be in that country after your intended date of departure from Ireland.		
3	Fully completed and signed online application form . If the applicant is a minor, signature(s) of the legal guardian(s) is required.		
4	Two recent photographs (not older than 6 months) 35x45 in colour, preferably biometric type with white background. Please write your full name on the back of the photographs you submit along with your application.		
5	A signed letter of application, including your full contact details, in English • outlining your reason for wanting to come to Ireland, • providing details of the family member in Ireland who is sponsoring your application • giving details of any other members of your family who are currently in Ireland, the UK, or any other EU Member State		
6	Sponsor's Status / Eligibility to Sponsor - In the case of a sponsor who is an Irish citizen and residing in Ireland, a clear and legible copy of their passport or other documentary evidence attesting to their Irish citizenship. - In the case of a sponsor who is an Irish citizen and residing in a country other than Ireland, a clear and legible copy of their passport showing evidence of their residency in the country in which they are residing. - In the case of a sponsor who is a non-EEA citizen • a clear and legible copy of all pages of their passport, • where relevant, a copy of their certificate of registration (a document issued by the Irish immigration authorities) • a copy of their current Employment Permit / Researcher (Scientific) Hosting Agreement <u>or</u> other evidence of eligibility to sponsor (please carefully refer to list of eligible sponsors at para. 16.4 of the 'Policy Document On Non-EEA Family Reunification').		
7	Evidence of Link to Sponsor – the onus is on applicants to best present such relevant facts and evidence as might be necessary to support their application Spouse or civil partner • Marriage certificate or civil partnership certificate – marriages/civil partnerships must be capable of recognition under Irish law for other purposes outside of the immigration system.		

	- If your sponsor (spouse/civil partner) is residing in Ireland and you have not resided together since your marriage/civil partnership, you must also provide a full account of your relationship history (where and when you met evidenced by e.g. <u>visas, entry/exit stamps</u> on the passport of your spouse, photographs, correspondence by e-mail, telephone etc.). - For immigration purposes it is not sufficient for a relationship to have developed solely over the internet or by telephone/sms. A relationship must include <u>a number</u> of face to face meetings (excluding webcam) between the parties. Child (under 18 years and unmarried) - Birth certificate, adoption order. - In the case of a child from a previous marriage or relationship, evidence that you have been given full custody and access rights to the child i.e. a court order. - In the case of a child from a previous marriage or relationship, where the other parent has some custody or access rights, a sworn affidavit by that parent consenting to the child being removed from their home country. - If they are travelling either alone or with a person other than their parent/legal guardian (e.g. an adult relative, nurse), a written letter of consent from both parents/legal guardians is required. De Facto Partner - a De Facto Partnership refers to a relationship akin to marriage including cohabitation for 2 years prior to the application for family reunification - Evidence that will support the existence and durability of your relationship e.g. registration certificate of partnership (if applicable), evidence of common ownership of property, joint tenancy of property, on-going correspondence addressed to both partners at the same address, financial dependence/interdependence or any other relevant documentary evidence. - A full account of your relationship history (where and when you met evidenced by e.g. visas, entry/exit stamps on the passport of partner, photographs, correspondence by e-mail, telephone etc.)		
8	Finances - the onus is on applicants to best present such relevant facts and evidence as might be necessary to support their application You must provide evidence of your finances and those of your sponsor including evidence to show that your sponsor meets the minimum level of earnings required (please refer to Chapters 17 and 18 of the '<u>Policy Document on Non-EEA Family Reunification</u>'). - A detailed statement of your bank accounts covering a six month period immediately prior to your application. - A detailed statement of your sponsor's bank accounts covering a six month period immediately prior to your application. - In the case of a sponsor who is resident in Ireland, evidence that they meet the minimum level of earnings required - Employment Detail Summary for the 3 years immediately prior to the date of your application; 3 recent consecutive pay slips; or if self-employed you must submit Notices of Assessment of income from self-employment for the three most recent years, and evidence of earnings in the period since the most recent tax return was filed. - In the case of a person who is eligible to sponsor applications for immediate family reunification: - Evidence of projected earnings e.g. copy of contract of employment etc. - In the case of a person who is eligible to sponsor applications for family reunification after 12 months: - evidence that they meet the minimum level of earning required – Employment Detail Summaries for the previous 2 years (or previous 1 year in the case of an Employment Permit holder who has been in Ireland for 1 year only), or if self-employed you must submit Notices of Assessment of income from self-employment, as appropriate), 3 recent consecutive pay slips - In the case of an Employment Permit holder a copy of their contract of employment of at least 1 year from your proposed date of entry giving their annual salary is also required.		
9	Detailed family registration certificate		
10	Evidence of dependency - the onus is on applicants to best present such relevant facts and evidence as might be necessary to support their application If you are making your application on the basis of financial and social dependency on your sponsor you must provide documentary evidence to establish that you are actually dependent on your sponsor. While the nature of the documentary evidence may vary from case to case evidence of the following will normally be relevant: - Amount, frequency and duration of the financial support provided by your sponsor (e.g. copies of your sponsor's bank statements showing transfers to your account, copies of your bank statements showing receipt of those amounts), - Any other sources of income that you may have, - If you have no other source of income, evidence of why you are unable to work, why you are not eligible for official State benefits etc., - Your living costs (e.g. evidence of mortgage/rent, utility, food, medical, education payments), - Details of any other family members in your country of residence, - Your medical condition (where relevant), relationship with the sponsor including evidence of active and continuous involvement in your life e.g. evidence of visits, correspondence.		

11	Valid travel health insurance covering any costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death during your stay in Ireland. This insurance must be valid for the whole of this territory and this insurance must be valid minimum 3 monthly.		
12	Migration History & Previous Visa Refusals - You should provide a comprehensive statement of your migration history, including in respect of short term / touristic travel. You should include details of migration undertaken with or without the required permissions. Where you have adverse migration history (e.g. refusal of leave to land, a requirement to depart, deportation, a refusal of an immigration or residency application) you must provide details and documentation. Concealment of migration history may undermine the credibility of your application - If you have been refused a visa for any other country, details of this, preferably the original letter issued to you by the authorities of that country, must be submitted. Concealment of previous visa refusals will result in your Irish visa application being refused.		
13	Visa fee and VFS service fee		

Please arrange documents as per above given order and place this completed checklist on top in **English**.

1) All documents accompanying your application must be **originals**. You should keep copies of all the documents that you provide. If there are particular documents that you wish to have returned, please provide a list of these documents with the application to the VFS agent, and ensure they are placed in a separate folder. Please submit a photocopy of all the documents that you may need back at the time of collection.

2) If you submit a document that is not in English, it must be 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.

3) Please note that this is not an exhaustive list, and a Visa Officer may require further documentation if they deem it necessary, before they can make a decision on your application.

Submission of documents

I confirm that I have submitted all the above documents to a VFS Ireland Visa Application Centre.

Applicant's name and

VFS staff name and signature

Or, alternatively,

I acknowledge, as cautioned today by VFS, that the failure to submit the required documents may lead to the refusal of my application but wish to submit my application for consideration in its current form.

Applicant's name and signature

VFS staff name and