

Additional Documents - Short Stay 'C' Visa

For information on additional documents you need to provide depending on your reason for travel please see below:

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To take a **holiday**

Reason for travel - **Tourist**: Please provide all required document already noted in FAQ page and provide evidence of your obligations to return home.

For **education** purposes

Reason for travel - **Tourist**

- You must provide a confirmation letter from your course, which includes:
 - The name of the course,
 - The duration (it must be for less than 90 days)
 - Evidence of Fees paid
 - Evidence that you have a place on the course.

To visit **family/friends**

Reason for travel - **Visit Family/ Friend**

You must give their details, including:

- A colour copy of their passport biodata page (the pages with their photograph and signature on it)
- Evidence of ongoing contact,
- Evidence of how they are known to you if they are family members (for example birth certificates/marriage certificates), and
- A copy of their Irish Residence Permit (where applicable).

To attend a **conference or event**

Reason for travel - **Conference/Event**

- You must include a letter from the conference organiser which includes,
 - Confirmation of registration
 - Fees
 - Any costs they are covering (full breakdown in euro)
 - Type of conference
 - Location and date of conference.

If your employer is paying for it, you must include a detailed breakdown of what costs they are covering, and provide evidence of their ability to pay.

For **business activities**

Reason for travel - **Business**

For business activities related to your job you must have a written invitation from a host in Ireland. Your host may be a customer, a supplier or a company/organisation.

- You must submit a letter from the host in Ireland which includes:
 - The reason they are inviting you to Ireland
 - The dates they plan you to work or meet with them
 - Proof of an existing relationship between the host and you, for example: copies of their communications with you about your visit (printed emails or letters)
 - A statement about what they will contribute to the cost of your visit (full breakdown in euro).

For **employment (Atypical)**

Reason for travel - **Employment**

You must provide:

- A valid Atypical Working Scheme Approval Letter

To attend a **training course** related to your work

Reason for travel - **Training**

- You must provide a letter from your employer or sponsoring organisation with the following information:
 - A description of the course you are attending
 - What the training course is about (subject, activities,
 - How the training course relates to your work or organisational role
 - The dates the training course will start and end
 - When you are expected to return to work (if applicable).

- You must **also** provide a letter from the training company with the following information
 - A description of the course you are attending
 - What the training course is about (subject, activities)
 - The dates the training course will start and end
 - That you are listed as an attendee.

For an **Unpaid Internship**

You must provide a letter from your universities course director the following information:

- The course that you are studying, how many years you have been a student there, how many years/terms you have left at that university
- The nature and duration of your internship and how the internship relates to your course of study
- Who will cover the cost of the internship and how you will be supported for the duration of stay inclusive of travel, accommodation, living expenses, and so on, Supporting documentary evidence must be provided, where applicable
- Where applicable, how the host company/organisation is linked to the university and supporting evidence of same for example hosting agreement,
- The date you will be expected to return to your studies.

You must provide a letter from the host company/organisation in Ireland detailing:

- The nature and duration of your internship
- Who will cover the cost of the internship and how you will be supported for the duration of stay inclusive of travel, accommodation, living expenses, and so on. Supporting documentary evidence must be provided, where applicable
- How the host company/organisation is linked to the university and supporting evidence of same (for example hosting agreement) where applicable.

NOTE: It is a matter for the host to ensure that any arrangement for unpaid internships is in conformity with Irish employment law and Regulations including minimum wage legislation. Information can be obtained from the [Department of Enterprise, Trade and Employment](#).

Garda Vetting

If your proposed internship involves working with children (under 18 years of age) or vulnerable persons you must show evidence that the sponsoring organisation have ensured that you have undergone Garda (Irish police) vetting. A police clearance certificate from your country of residence must also be submitted.

To sit an exam

Reason for travel - Exam

- You must include a letter from the organising institution, which includes,
 - Confirmation of registration,
 - Fee paid
 - Time and date of exam
- You must also explain and provide evidence of why this exam is necessary for your employment or studies and why you must sit it in Ireland.

To get married

Reason for travel - Marriage

You must include the following:

- Acknowledgement from the Registrar confirming the date of receipt of notification of intention to marry
- Marriage Registration Form (MRF)
- Evidence of your Relationship History – (correspondence, evidence of visits)
 - Please note that 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 a number face to face meetings (excluding webcam) between the parties. You must satisfy the Visa Officer that the relationship is genuine.

If either you or your prospective spouse were married or in a civil partnership previously, you must submit:

- Marriage /civil partnership certificate
- Divorce/ dissolution of civil partnership certificate.

To take part in a **performance** or competition

Reason for travel – **Performance/Tournament**

- You must include a letter from the organiser, which includes
 - Information about the event, including when and where it will be held
 - Information on the organiser
 - How the organiser knows you
 - Why they asked you to attend
 - If you will be paid to attend or not (if paid you must include your **contract**)
 - If the organiser is paying for any of the costs of your visit (how much).

If you are being invited to Ireland because you are part of a group (for example a sports club, theatre group, orchestra, and so on) you must include a letter from your group, which includes:

- A description of your group
- How you participate in the group, for example:
 - Proof that you have attended similar events in your home country or abroad, (For example printed programmes, media reviews)
 - Or (if this is your first event) that you have attended rehearsals/practice, that you are necessary for group integrity.
- Confirmation that the group has been asked to attend the event in Ireland, and
- If your organisation is paying the costs of your visit (full breakdown in euro).

To access **medical treatment** in a private hospital

Reason for travel - **Medical Treatment**

- You must include a referral letter from the hospital in your home country who is sending you abroad for treatment. It must state:
 - Your diagnosis, including whether you are well enough to travel,
 - An explanation of treatment, and, if the treatment is available in a country closer to where you live or your home country, why it is not being carried out there
 - Details of when and how your doctor discussed treatment with the private hospital in Ireland,
 - That you are expected to be healthy enough to leave after a maximum of 90 days (accounting for complications which may arise).
- A letter from a private hospital in Ireland, which states as follows:
 - The name of the doctor(s) in Ireland who will carry out the treatment
 - When and how they discussed your treatment with the doctor in your home country, and the reason it is necessary for you to travel to Ireland
 - The date(s) of your appointment(s), when you will be admitted, when you will leave, (including if complications arise)
 - That you are will not use public hospitals or funds
 - The total cost of your treatment in euro.
- **Private Medical Insurance** which covers the cost of your treatment, and any complications/risks that may arise must be submitted with your application if you are applying for this type of visa.

To travel to Ireland as a seafarer to **join your ship**

reason for travel - **Join Ship**

If you are travelling to join your Ship, you will need to provide:

- A Letter from your employer (shipping company or agency) which describes:
 - Your exact job on-board ship, for example, your title and the activities you will perform
 - How long you have been employed by the company or agency
 - The name of the ship you will be joining in Ireland
 - The date of your planned arrival in Ireland
 - The date and harbour where you will join the ship
 - The ship's schedule, including docking periods and planned route
 - The letter must also contain your employer's contact details.

- You will also need to provide a letter from the shipping company or agency that has engaged you in Ireland (if different from above). The letter must describe:
 - Your exact job on-board ship, for example your title, the activities you will perform
 - The name of the ship you will be joining in Ireland
 - The date of your planned arrival in Ireland
 - The date and harbour where you will join the ship
 - The ship's schedule, including docking periods and planned route
 - The letter must also contain the shipping company or agency's contact details.

You must provide an accommodation plan if you are not joining your ship immediately upon arrival in Ireland.

Accompanying or Joining a EU/EEA/Swiss national family member:

In order for you to establish that you are a 'qualifying family member' or a 'permitted family member' wishing to accompany or join an EU/EEA/Swiss national family member the following proofs/documents may be required:

- Proof of identity, for example, valid passports for the applicant family member and the EU citizen
- Proof of family link, for example, a valid marriage or birth certificate - this is so that the visa officer can ascertain that the applicant is a family member of the EU citizen
- Where relevant, proof of dependency or membership of the household
- Proof that the EU/EEA/Swiss citizen is exercising free movement rights in Ireland, for example, proof that the EU/EEA/Swiss citizen already resides in the State or a declaration or statement of confirmation that the EU/EEA/Swiss citizen will be exercising those rights at the time of the applicant family member's arrival in Ireland.

These proofs are required so that the visa officer can ascertain that the applicant family member will be residing in the State together with the citizen concerned.