

# Checklist for Study Visa Applications

**Please be advised that the following checklist is designed only as an aide to applicants.**

**The inclusion of all documentation listed below does not guarantee the granting of a visa.**

**The onus is on the applicant to satisfy the Visa Officer that a visa should be granted.**

- **Two colour passport-sized photographs not more than 6 months old.**
- **The applicants current passport and a full copy of any previous passports. The passport should be valid for 12 months after the planned date of arrival in Ireland.**
- **A signed letter of application including all requested details. This letter should also confirm that the applicant will abide by all conditions of the visa.**
- **Evidence that the applicant is enrolled in a privately funded course including details such as ILEP number, details of fees payable etc.**
- **Evidence accounting for any gaps in the applicants educational / employment history. You should submit transcripts and certificates/ diplomas etc for any college course attended. You should also include a reference letter from any previous employer. This letter must be on headed paper and contain full contact details such as:**
  - **Name of contact person in employment.**
  - **Job title of contact person.**
  - **Phone number of contact person.**
  - **E-mail address of contact person.**
  - **Address of employer.**
- **Evidence fees have been paid to college: copy of an Electronic Transfer of Funds (ETF) AND a valid receipt.**
- **Evidence that the applicant has the academic ability to follow their chosen course: Exam results, transcripts, qualifications etc.**
- **Evidence of the applicant's level of English - issued within 2 years of the expected commencement date of the course.**
- **6 months, recent and consecutive bank statements from the applicants own personal bank account. If the applicant does not have a bank statement this must be clearly stated on the application.**
- **6 months, recent and consecutive bank statements from the personal bank accounts of EACH sponsor.**
- **All bank statements must be on headed paper and clearly show the account holders name, address, account number and account type.**

- **Any lump sum lodgements visible in any submitted bank statement must be fully explained. Submitting a letter stating that you sold your car/land/house etc is insufficient. The Visa Officer must be satisfied that the car existed, that the seller was the lawful owner and evidence of its value.**
- **Evidence of how the applicant is known / related to the sponsor(s): birth certificates, marriage certificates etc.**
- **A signed letter from the sponsor(s) and a copy of their passport of National ID Card clearly showing their signature.**
- **3 recent and consecutive payslips from each sponsor.**
- **If your sponsor is self-employed or a business owner a letter stating that your sponsor owns a shop is insufficient proof of finances. You must satisfy the Visa Officer that the business is genuinely trading and is profitable enough to provide the sponsor with the claimed finances. Evidence accepted can, for example include:**
  - **Certificate of Registration from the authorities in your country**
  - **A set of audited accounts for the most recent trading year.**
  - **Tax returns for the most recent trading year from the authorities in your country.**
  - **An up-to-date bank statement, from a company/business bank account, showing what money has been paid into and out of the account over the last six months.**
  - **Your sponsor(s) must still include an up-to-date bank statement, from their PERSONAL bank account, showing what money has been paid into and out of the account over the last six months.**
- **Evidence of an "Education Bond" and proof that it has been held continuously from the time of the initial visa application.**
- **Evidence of private medical insurance.**
- **Criminal record certificate / police clearance certificate.**
- **Refusal letter from any previous visa refusals from any other country.**
- **If you have the applicant has ever been refused entry to, deported from, or otherwise required to leave another country they must submit full details.**
- **If the applicant has ever overstayed on a visa for any other country they must submit full details.**
- **Full details of any criminal convictions the applicant has in any country.**

### **Additional checklist for unaccompanied students under 18 years**

- **The child's birth certificate.**
- **Notarised parental consent from both parents/legal guardians.**

- **If the consent letter is only signed by one parent/guardian the following must be submitted:**
  - **A death certificate for the other parent/guardian.**
  - **A Court Order bestowing sole custody of the child.**
  - **If the father is not named on the birth cert then the mothers signature alone is sufficient.**
- **Biometric page (page with photo) of both parents/guardians passports and national identity cards showing the bearer's signature.**
- **The address of where the child will stay while in the State.**
- **A letter from the (boarding) school confirming that it will provide all necessary accommodation.**
- **Name and address of host family.**
- **Where the student is not accompanied by at least one parent for the duration of the student's time in Ireland (while the student is under 18 years of age), the clearance from the Garda Síochána (the Irish Police) in respect of where the student is living is required. This clearance will be sought from the Garda Síochána by the school and evidence of having received clearance must be submitted as part of the visa application.**