

## Applying for an Interview Visa

1. Determine if you need a visa by visiting <http://www.inis.gov.ie/en/INIS/Pages/check-irish-visa>
2. Find the closest Irish embassy to you here: <https://www.dfa.ie/embassies/irish-embassies-abroad/> and familiarise yourself with the visa process and fees of that particular embassy, refer to the requirements for a 'business visa' if interview visa does not come up as an option
3. Fill out and submit the online 'AVATS' application form (detailed explanation below)
4. Submit the documents to your closest embassy (detailed explanation below)
5. You will be contacted once your visa has been processed. Visa decisions are also published weekly and can be found here: <http://www.inis.gov.ie/en/inis/pages/visa%20decisions> Please have your AVATS application number ready. If you have checked all the recent postings and cannot find your application number, this means your application has not been processed yet.

### Completing and submitting the AVATS form

1. Begin on the following link <https://www.visas.inis.gov.ie/avats/OnlineHome2.aspx>
2. Select 'Short Stay (C)' for visa type, 'Other' for reason travel, and type 'Interview' in the Purpose of Travel box:

\* Denotes mandatory field

|   |   |
|---|---|
| What type of visa are you applying for? *             | <input checked="" type="radio"/> Short Stay (C) <input type="radio"/> Long Stay (D) |
| Journey Type: *                                       | <input checked="" type="radio"/> Single <input type="radio"/> Multiple              |
| What is the reason for travel? *                      | Other   |
| Purpose of Travel:                                    | Interview   |
| Passport Type: *                                      | --Select--  |
| Passport/Travel Document Number: *                    | 123456  |
| Proposed dates you wish to enter and leave Ireland: * | From: 14/01/2019<br>To: 18/01/2019  |

3. Fill in details of your name and contact information.
4. **Write down the transaction number somewhere safe because it is very important.** It will be needed if you would like to save and continue the application later, you will also need to quote it in you cover letter, and use it to access visa decisions:

Your application is held online for a period of 30 days. During this period, it can be retrieved back any time using the transaction number provided below:  
Your unique transaction number is - **38975242**

\* Denotes mandatory field  
Length of residence in present country: \*

No Of Years: 0  
No Of Months: 0

Do you have permission to return to that country after your stay in Ireland? \*

Yes  No

Have you applied for an Irish Visa before? \*

Yes  No

5. Continue filing out the application.
6. If you are married and/or have children, their information will need to be provided even if they are not traveling with you.
7. Once completed, look over all information provided and make sure it was entered correctly.
8. After submitting the application, **please save the summary page.** The summary page along with all supporting documents will need to be submitted to the appropriate embassy within 30 days. If you do not submit the relevant documents within 30 days, your application will be withdrawn. The summary page will also list the address of the embassy where all the documents need to be submitted.

### Submitting documents to the Irish Embassy

1. Find the '**Visa**' Section of the relevant embassy's website, usually located at Our Services> Visas
2. Refer to the '**How to apply**' section for which documents to submit the appropriate way to submit your application. Some Irish Embassies require the applicant to come for an interview, others simply ask you to mail your documents.
  - Each embassy varies slightly on the documentation they require but the general list is below. **PLEASE NOTE:** All supporting documentation (bank statements, letters of employment/study, car/property ownership certificates, marriage certificates, birth certificates etc.) should be submitted in English or accompanied by a notarised translation.
    - i. Application Summary Page
    - ii. Two passport sized photos (signed on the back)
    - iii. Original passport valid for 6 months after the date of departure from the State /photocopy of the main page and any visa pages
    - iv. Previous passport- either original or copies depending on the embassy
    - v. Cover letter, example can be found *here*
    - vi. Letter from prospective employer in Ireland on headed paper confirming
      - Position you have applied for
      - Date and location of your interview
      - Duration of your proposed visit
      - Who is paying for the cost, clearly stating if *all* or *some* cost are covered by the company
    - vii. Letter from current employer on headed paper confirming details of your current employment- Job title, length employed, salary etc. **You may substitute this with an employment contract if you do feel comfortable asking your employer for this letter.**
    - viii. Documents proving you will return home
      - Payslips if you are employed
      - Marriage certificate and/or birth certificates of children (either originals or copies depending on the embassy)
      - Tenancy documents
      - Property ownership documents

- ix. Finance plan. This is generally for those who are paying for their own trip, however, the embassy may request your financial documents even if a company is covering all your expenses
    - Recent bank statements on headed paper showing your name and address, type of account, and activity in the last 6 months.
  - x. Travel & medical insurance. You may not have to submit insurance documents for the application to be processed, however, having insurance will speed up the processing time of you application. Once approved, you must have insurance before you travel to Ireland.
3. Refer to '**Fees**' section to determine the amount to pay and how it can be paid. Again, some embassies only take bank drafts, others may process credit cards, or direct bank transfers.
4. The processing times for an interview visa application will vary depending on the embassy and are generally granted within 1- 4 weeks.