

Applying for a Visit Family/Friends 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
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, it 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, select the appropriate journey type*, select 'Visit Family/Friend, passport type (usually National Passport), and dates you wish you travel
 - * Multi entry visas are usually only issued to an applicant who has shown a compliant travel history.
 - * If you have had 2 previous Irish visas and have observed the conditions of these visas (e.g. you did not overstay or work illegally) you may apply for a visa for multiple journeys

* Denotes mandatory field

What type of visa are you applying for? * Short Stay (C) Long Stay (D)

Journey Type: * Single Multiple

What is the reason for travel? *

Purpose of Travel:

Passport Type: *

Passport/Travel Document Number: *

Proposed dates you wish to enter and leave Ireland: * From: To: Please enter the date you wish to travel.

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 at a later time, 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: No Of Months:

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

Have you ever been issued an Irish Visa? * Yes No

5. Continue filing out the application, including any previous visas/refusals and their reference number, details of family members, employment/schooling details.
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 closest embassy within 30 days. The summary page will also list the address of the embassy where all the documents need to be submitted. If the documentation is not submitted to the embassy within 30 days, the application will be withdrawn and you will need to submit a new one.

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/photocopies of certain pages
- iv. Previous passport- either original or copies depending on the embassy
- v. Application letter* explaining
 - Reason for coming
 - Dates of arrival and departure
 - Addresses of where you will stay
 - Description of how the trip will be paid for

*Example letters can be found here
- vi. Invitation letter from your family/friends (if visiting more than one person, have **each** person submit a letter)
 - Reason why they are inviting you to Ireland
 - Dates of when they plan to see you
 - Description of how they know you

*Example letters can be found here
- vii. Letter from current employer on headed paper confirming details of your current employment- Job title, length employed, salary etc.
- viii. Documents proving you will return home
 - If you are employed- letter from current employer and payslips. Sample letter can be found here
 - 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.
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 this type of visa application will vary depending on the embassy and are generally granted within 1- 4 weeks.