



## STUDY VISA (LONG TERM) CHECKLIST

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 to submit the following documents:

	Required Documents	Yes	No
	Please refer to the Irish Immigration website for what is required when applying for a visa - <a href="https://www.irishimmigration.ie/">https://www.irishimmigration.ie/</a>		
1	<b>Original Passport</b> 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 <b>previous passports</b> . 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. <b>a residence card</b> . You must also have at least 3 months permission to be in that country <b>after</b> your intended date of departure from Ireland.		
3	Fully completed and <b>signed online application form</b> .		
4	Two <b>recent photographs</b> (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	<b>A signed letter of application, including your full contact details, in English</b> <ul style="list-style-type: none"> <li>• outlining your reason for wanting to come to Ireland,</li> <li>• giving details of any other members of your family who are currently in Ireland, the UK, or any other EU Member State</li> <li>• stating how long you plan to stay.</li> <li>• stating that the cost of trip is being borne by yourself or, where that is not the case, details of the third party funding the costs of the trip</li> <li>• providing reasons for obligations to return to your country (including any supporting documents you may wish to submit)</li> <li>• stating that you will observe the conditions of your visa, that you will not become a burden on the State and that you will leave the State on the expiry of your permission to remain.</li> </ul>		
6	<b>Enrolment and Academic Details – the onus is on applicants to best present such relevant facts and evidence as might be necessary to support their application</b> <ul style="list-style-type: none"> <li>• Letter of acceptance from University / College in Ireland detailing your proposed course of study, including course duration, term dates, attendance hours per week, enrolment fees, scholarships or stipend (if any)</li> <li>• Evidence that the college has received your enrolment fees</li> <li>• Evidence that the applicant has the academic ability to follow their chosen course (submission of transcripts)</li> <li>• Account for any gaps in educational and employment history</li> <li>• Evidence that the applicant has a level of English language sufficient to follow their chosen course e.g. IELTS</li> </ul>		
7	<b>Finance Details – the onus is on applicants to best present such relevant facts and evidence as might be necessary to support their application</b> <ul style="list-style-type: none"> <li>• Evidence that the applicant has immediate access to at least €10,000 per year of study, in addition to Tuition fees. This includes demonstrating an ability to fund subsequent years of a multi-year course of studies.</li> <li>• A detailed statement of your bank account, <b>and</b> that of your sponsor, covering a six-month period immediately prior to your visa application, showing sufficient funds to cover your costs. Any other accounts from which funds derive in support of your application should also be submitted, including where they would provide evidence of the initial source of large 'lump sum' lodgments.</li> <li>• The applicant must have immediate access to these funds, and therefore, a fixed term savings account cannot be accepted, unless a letter is included from your bank confirming that you are allowed to withdraw money during your studies.</li> <li>• Large deposits made shortly before an account statement is issued must be explained. In the absence of a satisfactory explanation, such lump sums will not be accepted as evidence of the financial viability of your application.</li> <li>• The requirement for access to €10,000 per academic year does not apply to Erasmus students. Such students should provide evidence of their status (Hibe Yazısı).</li> </ul>		

8	<b>Obligations to Return</b>  Depending on the nature of the course being undertaken, a Visa Officer may seek evidence that an applicant has sufficient obligations to return to their country of ordinary residence at the end of the course of studies. Applicants should provide the following:  <b>Family Details:</b> <ul style="list-style-type: none"> <li>• Extract of Turkish family book (Nüfus) showing civil status, parents, spouse, children and siblings (in all cases)</li> <li>• Evidence of obligations to return to your country of permanent residence following this course of study (where permission to reside in Ireland after the course is not in the student's career plan, or where it is not allowed for by the Irish Immigration authorities)</li> </ul>		
9	<b>Accommodation Details</b> <ul style="list-style-type: none"> <li>• Details of where you will be accommodated during your studies, including costs, and if accommodation is provided by the University / College (or was recommended by them)</li> </ul>		
	<b>Visa Applications on behalf of a child (person under 18)</b> <ul style="list-style-type: none"> <li>• If a child under the age of 18 is travelling alone their birth certificate must be submitted with their application.</li> <li>• If a child under the age of 18 is travelling either alone or with a person other than their parent/legal guardian (e.g. adult relative), a written letter of consent from both parents/legal guardians is required. These signed consents must be accompanied by copies of the consenting parent/legal guardians' passports or national identity cards, which clearly show their signatures.</li> <li>• If the child is travelling with one parent/legal guardian, the consent of the other parent/legal guardian is required. This signed consent must be accompanied by a copy of the consenting parent/legal guardian's passport or national identity card which clearly shows their signature.</li> <li>• Where one parent has sole custody, a Court Order bestowing sole custody of the child on the parent concerned must be submitted.</li> </ul>		
10	<b>Valid travel health insurance</b> 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 the whole of the stay.		
11	<b>Migration History &amp; Previous Visa Refusals</b> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> </ul>		
12	<b>Visa fee and VFS service fee</b>		

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 .....