

VISA ISSUING

PROCESS

Completing the visa application

- Online visa application
- Website www.embassyofireland.ca
- Under passport/consular/visa information
- Visas
- Application form
- Press continue to start
- Complete questions



FOR OFFICIAL USE ONLY

Application Reference / Transaction Number: 13052
Type of Visa: Short Stay
Journey Type: Single Journey
Visa Category: Visit Family/Friend
Surname: Joseph
Forename: Mary
Other names:
Date of Birth: 15/12/1960
Gender: Female
Nationality: Namibia
Passport / Travel Document Number: N7412
Issue Date: 19/05/2005
Expiry Date: 18/05/2010

Please note the address/contact details of the Irish Embassy/Consulate/Visa Office to which your application has been sent.

Embassy of Ireland, Suite 1105
130 Albert Street
Ontario K1P 5G4
Ottawa
Canada
Phone No : 00 1 613 2336281
Email : ottawaembassy@dfa.ie
Website : <http://www.embassyofireland.ca>

Please check above website for details of where you should now submit the following documentation, together with the relevant visa fee.

1. Printed and signed application summary sheet
2. Original passport (See 'www.inis.gov.ie' under Visas in 'Documents Required' for minimum validity)
3. Passport sized colour photograph which meets the requirements set out on 'www.inis.gov.ie'
4. Supporting documents as outlined under the relevant visa category on 'www.inis.gov.ie' under Visas in 'Documents Required'. NOTE: If you are applying to the Visa Office in Abuja, Beijing, Cairo, London, Moscow or New Delhi, please check the website of the relevant office, as given above, for full details of their requirements, which may differ slightly to those contained on www.inis.gov.ie.

5. All supporting documentation must be in English or accompanied by a notarised translation
6. Visa Fee: Current details of the fee required for various visa types are available on the website of the Visa Office/Embassy/Consulate given above

Please note that your application will be held online for 30 days and it can be retrieved and printed any time during this period. However, it will not be possible for you to make changes to any of the details you have provided. If you need to advise us of anything you have omitted or incorrectly entered, you should submit this information in writing to the Embassy/Consulate or Visa Office shown above, with your supporting documentation.

DECLARATION BY APPLICANT

You must now read the declaration below and sign it. This must be signed by the applicant personally.

An application for a person under the age of 16 may be completed by the parent or legal guardian.

DECLARATION

I hereby apply for a visa for Ireland for myself and any minor dependants listed in this form. The information I have given is complete and is true to the best of my knowledge. I also declare that the photograph(s) submitted with this form is/are a true likeness of myself and any minor dependants included in the application. I confirm that if, before the application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Irish Embassy/Consulate/Visa Office at which I have applied. I understand that any false or misleading information or fraudulent supporting documentation may result in the refusal of my application without the opportunity to appeal.

The Irish Naturalisation and Immigration Service, Department of Justice, Equality and Law Reform/Department of Foreign Affairs will process the personal data on this form and related data for the purposes of promoting the interests of Ireland and its citizens.

I agree that the data in my application may be disclosed to other Irish Government Departments as well as to public authorities of the member states of the European Union/EEA. I agree also that the application form and supporting documentation, or copies thereof, may be conveyed to the Irish deciding authority by reasonable means as considered most appropriate by the receiving office, including commercial courier (in sealed package) or other postal or electronic means.

Applicant's Signature

Some Questions Asked

- Full Name (First, middle, last name)
- Current mailing address
- Telephone number
- Email Address
- Have you received a visa for Ireland before?
- Have you been refused a visa for Ireland or any other country?
- Family details
- Reference details
- Purpose of travel

Reviewing Documents

- Completed applications-Signed Declaration
- Type of Travel (C-Class or D-Class)
- D-Class visas are long stay and will be referred to the Department of Justice in Ireland for a decision.
- C-Class can be issued in Ottawa
- Purpose of Travel
- Visitor, Business, Conference, Other

Visitor Visa

- Reference in Ireland (An invitation letter and clear copy of their valid passport and immigration stamps)
- If touring, a hotel reservation including the name, address, telephone number of the hotel and the duration of their stay.

Proof of Return

- A detailed letter from the Employer.
- If attending school, a detailed letter from the school confirming the program duration and current semester.
- A rental agreement or property papers.
- Proof of family remaining in country of permanent residence. A clear copy of their passports and PR Cards. A letter stating they will not be joining them.

Proof of Funds

- A detailed six month bank statement, showing a balance from each month.
- If the bank statements are from online, they must be stamped by the bank and accompanied by a letter confirming the account.
- If the reference is responsible for expenses, a clear copy of their bank statements.

Other Documents

- Original valid Passport
- Original Permanent Residence card
- A clear passport size photo, taken within the last six months
- \$100.00 in Canadian Funds for a Single entry visa
- \$165.00 in Canadian funds for a Multiple entry visa
- Applicant is under 18 and travelling alone, must have a notarized letter of consent from both parents. Where only one parent has total custody and access rights, official evidence of this must be provided.
- Travelling with one parent, a notarized letter from the other parent must be provided or official evidence of total custody and access rights.

Business Visa

- A letter from the Employer stating the purpose of travel, including the dates of travel and return. If expenses are paid by company this must be indicated in the letter.
- If the applicant is responsible for the expenses, they must explain why.
- A letter from the company in Ireland stating the purpose of the trip and duration.

Conference Visa

- A letter from the employer stating the attendance to the conference and the duration. If the employer is responsible to the expenses, they must include this in the letter.
- A letter from the host in Ireland confirming the conference and if any fees are involved.
- If the applicant is responsible for own costs, they must explain why.

Refusals of Visas

- Appeals are refused by the Department of Justice in Ireland.
- Any documents reviewed and are incorrect, the application will be referred to the Department of Justice with a letter stating the incorrect documents found.
- If the reference in Ireland has applied for asylum and a decision has not been made, the visa application would be referred.