



This checklist is for **Saudi passport holders** wishing to travel to Ireland for the purposes of working in Ireland for more than 90 days.

For full details required documents please see <https://www.irishimmigration.ie/coming-to-work-in-ireland/what-are-my-work-visa-options>. * The Embassy reserves the right to request original versions of any documents. Once, complete this checklist should be submitted to [VFS](#), along with all relevant documentation.

*In case of any discrepancy, the website takes precedence



Application Details

Application Number:	Passport Number:
Name:	VFS Location:
Phone Number:	Submission Date:
Name of Irish Employer:	Type of Permission* to work in Ireland:
	*Employment Visa, Atypical Working Scheme, Scientific

Checklist

Category	Document	Comments	Submitted?		
All documents <u>must</u> be translated into English			Applicant	VFS	Embassy
Application Form	AVATS application summary form		☐	☐	☐
Purpose of Travel <i>Outline the purpose of your application: why you are travelling to Ireland, who you are going with and what you will do there.</i>	Cover Letter <i>Provide a typed cover letter that includes all listed points. Failure to do so will result in your application not being processed/rejected.</i>	- Outline the reasons for travelling. - Provide details of the employment you planning to undertake in Ireland. - List anyone you are travelling with and how long you will stay in Ireland. - State if you have ever had a visa refusal, if not, state this also.	☐	☐	☐
Traveling with Minors	Additional Checklist	<i>If travelling with a minor(s), confirm the additional minor checklist has been completed and is attached.</i>	☐	☐	☐
Permission to work in Ireland	Documents according to the type of category through which you are applying for a visa	•Employment Permit Holders: Provide the employment permit by the Department of Enterprise, Trade and Employment and the permit application form. You must also provide a letter from the Irish employer confirming your hiring, and a copy of your contract. •Atypical Permission Holders: Provide the atypical working scheme letter of approval, issued by the Department of Justice. You must also provide a letter from the Irish employer confirming your hiring, the nature of your employment and a copy of your contract. Additional requirements may apply depending on what activities you will be undertaking in Ireland. •Scientific Researchers: Provide the hosting agreement, obtained through your research organisation in Ireland. You must also provide a letter from the Irish employer confirming your hiring, and a copy of your contract.	☐	☐	☐
Qualifications	Evidence that you have the necessary qualifications/experience	<i>Provide evidence of your qualifications and previous work experience in the appropriate field. Such evidence could include letters from current and previous employers, recent payslips, professional certificates or qualifications.</i>	☐	☐	☐
Identity Documents	2 X Passport Photos		☐	☐	☐
	Current Passport		☐	☐	☐
	Copies of previous visas in the last five years including EU, US, UK, Australia, New Zealand, Norway, Switzerland		☐	☐	☐
Order of documents	Confirm documents are in correct order	<i>See overleaf for order in which documents must be presented. Failure to do so will result in delays in processing your application.</i>	☐	☐	☐

Once, complete this checklist should be submitted to [VFS](#), along with all relevant documentation.

Applicant Declaration

I, the applicant, confirm that this checklist has been completed and all relevant documents have been submitted. I understand that a decision will be made based on these documents. I confirm that I have ordered the documents in my application according to the list below.

Applicant Signature



Document Order of Precedence

1. This Checklist
2. AVATS Application form
3. Cover letter
4. Minor's checklist (if relevant)
5. Permission to work in Ireland
6. Qualifications
7. Any other relevant documentation you wish to include

Additional VFS Comments

Additional Embassy Comments

Please Note: This checklist is intended as a guide only. It is not exhaustive and additional documents may be required.

It is the applicant's responsibility to ensure they have understood the application process and have submitted all documentation that is required.

All information related to visas can be found at www.IrishImmigration.ie

Approved by Department of Justice December 2023.



Ambasáid na hÉireann
Embassy of Ireland

<https://www.ireland.ie/en/saudi-arabia/riyadh/services/visas/visas-for-ireland/>



An Roinn Dlí agus Cirt
Department of Justice

<https://visa.vfsglobal.com/sau/en/irl/>