



This checklist is for **Saudi passport holders** wishing to travel to Ireland for the purposes of **business, training, attending a conference or an event**.

For full details required documents please see www.irishimmigration.ie/coming-to-visit-ireland/. * 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:

Checklist

Category	Document	Comments	Submitted?		
<i>All documents must be translated into English</i>			Applicant	VFS	Embassy
Application Form	AVATS application summary form		☐	☐	☐
Purpose of Travel Outline the purpose of your application: why you are travelling to Ireland, who you are going with and what you will do there.	Cover Letter Provide a typed cover letter that includes all listed points. Failure to do so will result in your application not being processed/rejected.	- Outline the reasons for travelling (including details of your meeting/event etc.) - List anyone you are travelling with and how long you will stay in Ireland. - State whether you have any family members or friends in the United Kingdom, and if so list their details. - State if you have a recent visa from a country listed below.¹ - State if you have ever had a visa refusal, if not, state this also	☐	☐	☐
	Letter of invitation/Conference enrolment/ Event confirmation	Business/Training: Please provide an original letter of invitation from an Irish Company or outline the business case for visiting Ireland Conference: Provide confirmation of enrolment in the conference, including confirmation of fees paid, where relevant Event: Provide confirmation of attendance and confirmation of fees paid, where relevant.	☐	☐	☐
Traveling with Minors	Additional Checklist	If travelling with a minor(s), confirm the additional minor checklist has been completed and is attached.	☐	☐	☐
Obligation to Return Home Provide evidence that you cannot stay in Ireland because you have obligations at home.	Letter or documentation that demonstrates you are obliged to return home	Provide a letter from your employer , confirming your position and the date you will return. If self-employed , provide a letter from your accountant/tax consultant/lawyer. If you studying , provide a letter from your educational institute. All letters must be original, on headed paper, dated, signed and include full contact details. Otherwise provide documents that demonstrate you have a commitment and obligation to return home (evidence of dependents, a rental lease or property ownership).	☐	☐	☐
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	See overleaf for order in which documents must be presented. Failure to do so will result in delays in processing your application.	☐	☐	☐

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

¹ Ireland, EU, UK, US, Australia, New Zealand, Canada, Australia, Switzerland, Norway



Document Order of Precedence

1. This checklist
2. AVATS Application form
3. Cover letter
4. Letter of invitation/Confirmation of enrolment
5. Minor's checklist (if relevant)
6. Statement of Income (Letter from employer, pension etc.)
7. Obligation to return home
8. 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



An Roinn Dlí agus Cirt
Department of Justice