

ARD-CHONSALACHT NA HÉIREANN

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CONSULATE GENERAL OF IRELAND

535 BOYLSTON STREET

BOSTON, MA 02116

www.consulategeneralofirelandboston.org

Visa Applications

Applications processed by the Boston office:

Visa applications are processed at the Consulate in Boston only for those who have legal residence in Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. If you are on a visitor's (B) visa in the US, we CANNOT accept your application at this office; you must apply at the Irish mission where you are normally resident (your home country). To find which mission covers your state/country of residence, please visit www.dfa.ie.

Processing of Applications:

Routine visas are usually processed within 5 working days. However, we advise applicants to allow 10 working days for processing of routine visas. In cases where the visa must be referred to the Department of Justice, decisions can take 6-8 weeks. All Study visas will be referred to the Department of Justice. We recommend that you take these timings into consideration when lodging your visa application.

All queries on Irish visa applications must be directed to ABTRAN, a premium rate number at 1-900-776-5000 or by calling 1-800-735-5888 and paying for your call via credit card. Calls cost \$2.90 per minute at all times. Opening hours for this line are 11:00 a.m. EST to 6:00 p.m. EST Monday – Friday. All visa enquiries to this number are handled by ABTRAN. This enables visa section staff to concentrate fully on processing visa applications as quickly as possible. If you have a complaint regarding this service, please email details to IEUSACustomerService@abtran.com for follow up.

Current Fees (effective 01 February 2010):

Single Entry	Multiple Entry*	Transit
\$88.00	\$146.00	\$37.00

Additional mailing fee:

The Consulate Charges an additional postage fee for all applications submitted through the mail so that your original documents and passport are returned to you by courier service. **The mailing fee is \$15.00.**

Visa application fees can be paid by postal order or money order. **We do not accept personal checks, cash or credit/debit cards.**

*All visas will be for a single entry unless the applicant has already held a multiple entry visa or they can provide clear evidence of the need to hold a multiple journey visa. If you are eligible to apply for a multiple entry visa, your passport and US visa/Permanent Resident Card must be valid for at least one year from your proposed date of entry into Ireland.

The visa fee is waived if the applicant is the spouse of an Irish/EU citizen – an original marriage certificate and notarized photocopy of your spouse's Irish or EU passport must be submitted. Please note that the mailing fee is still applicable in these cases if you wish for your visa to be returned to you by mail. For more information on waived fees, please contact ABTRAN.

Documentation Required:

All documentation submitted must be in English. Where they are in any other language, the original document should be submitted, along with a notarised translation of same. Failure to provide translated documents will lead to your application being refused.

1. **Complete online application form.** Complete the online application form by visiting www.irishconsulateboston.org, click on 'Passport/Consular/Visa Info', 'Visas' and then 'Application Form' to access the online application. Once you have completed the application, **Print and sign the summary sheet.** This summary sheet must be submitted to the Consulate with all supporting original documentation outlined below.
2. **2 Passport photos.** Please do not attach photo to application. Please see the guideline on acceptable photographs: http://www.inis.gov.ie/en/INIS/Pages/Photograph_Requirements
3. **Original Passport** (must be valid for at least 6 months from your expected travel date) with at least one completely blank page. We will not insert a visa on a page holding any other visa/stamp. If your passport is relatively new, it will assist your application if you provide your previous passport showing any previous visas for any other country, and your previous travel history.
4. **Proof of US residency** - Green card*, American visa, or original INS document proving your residence in the US. If you are on a visitor's (B) visa in the US, we CANNOT accept your application at this office, you must apply in the Irish mission which covers your normal place of residence (your home country). All applicants must be residents of the US to apply in this office. Your US visa/Permanent Resident Card must be valid for at least six months from your expected travel date.
*If you are submitting your application through the post, **do not mail your original green card.** Please submit a notarized copy of you residence card.*
5. **Letter to Observe Conditions of the Visa (Appendix A)** - A written undertaking from yourself 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 expiration of your permission to remain. This Appendix A is available for download at www.irishconsulateboston.org or at the Consulate on request.
6. **Original letter from employer** confirming your employment status. This letter should be an original submitted letterhead. Email attachments and faxed copies are not acceptable. If you will be traveling to Ireland on business, this letter should also detail the nature of the trip and whether your trip will be financially sponsored by the company.
7. **Original letter from university** If you are currently enrolled in a program of study you should submit a letter from your university confirming your enrollment status for the current semester (or forthcoming period, if applicable). This letter should be submitted on original university letterhead. Email attachments and faxed copies are not acceptable.
8. **Travel arrangements** (e.g. a ticket reservation or itinerary – including return dates). Your travel arrangements may reflect a confirmed ticket or a proposed itinerary. The arrangements you submit must include the details (flight numbers, dates, and times) of a round-trip flight.
9. **Proof of funds** (Bank Statements & Payslips) – all visa applicants must be able to show evidence that they can support themselves for the duration of their stay in Ireland.

- **Bank Statements**

Original detailed bank statements, showing sufficient funds, and covering the immediate six month period prior to submitting a visa application should be submitted. Lump sum lodgments made in the run up to an application being made are not taken into consideration when assessing a person's ability to support themselves. Online statements will not be accepted for this purpose. If you only receive online statements you will need to contact your bank to request that they provide you with original/authenticated statements for the six month period.

- **Payslips**

Three original consecutive payslips/paystubs from your most recent three pay periods must be submitted. If you are self-employed and cannot provide payslips, you must submit your most recent tax return.

10. **Additional documentation is required regarding the nature of your trip.** For the most common visa categories (Business, Holiday & Visit) these include:

- **Invitation Letter (Business)** - If going on *business*, an invitation letter from your business reference in Ireland detailing the business trip (e.g. dates, purpose of trip, financing of expenses and accommodation) will be required. This letter is required in addition to your letter of employment (#6), which should also include information regarding the proposed trip to Ireland. *This letter must be faxed directly from Ireland to the Consulate from your business reference in Ireland.*
- **Invitation Letter (Visit)** - If traveling to visit an Irish resident, that person must fully complete Appendix B and include the required documentation. This form is available for download at www.irishconsulateboston.org or at the Irish Consulate on request. The original Appendix B signed by your reference in Ireland must be submitted with your application.
- **Hotel Reservation** - If you do not have a reference in Ireland, a hotel reservation confirmation will be required.

For all other types of visa applications, as well as to obtain a more complete list of requirements for obtaining a visa, please consult <http://www.inis.gov.ie>.

If visiting any other countries prior to entering Ireland, a valid visa to that country is required before applying for the Irish visa.

Submission of your application:

Applications will be accepted either through the post or by appointment. Appointments are arranged through ABTRAN. We regret that we cannot accept walk in submissions of visa applications. The Consulate recommends that a reputable courier service be used where important documents are sent by post.

Posted applications should be addressed to:

Consulate General of Ireland

Attn: Visa Section

535 Boylston Street

Boston, MA 02116

February 2010