

CHECKLIST - IRELAND

Embassy of Ireland in Manila



VISA TYPE	TOURIST VISA
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Please submit the documents in the exact order given below, please do not staple any documents

DETAILED REQUIREMENTS		NOTES
1	Original valid passport - Including old passport with the previous visa *if any	
2	Visa application form <ul style="list-style-type: none">• Online checklist form• Online visa lodging	
3	4 Passport size photographs (white background)	
4	Round trip flight reservation	
5	International travel insurance: With Covid Coverage	
6	Proof of accommodation <ul style="list-style-type: none">• Booking confirmation/reservation containing the complete name, hotel contact information, and booking reference.	
7	Travel Itinerary <ul style="list-style-type: none">• Day-to-day detailed travel itinerary	
8	Other required documents: <ul style="list-style-type: none">• Applicant's birth certificate• Applicant's marriage certificate (if married)• Other government-issued IDs include Tin Id, Postal ID, Driver's License, and other/s.	
9	Proof of financial status: All documents have to be originals, in format A4, with the stamp and signature of the Bank. <ul style="list-style-type: none">• If employed:<ul style="list-style-type: none"><input type="checkbox"/> Certificate of employment (position, date of hiring, salary)<input type="checkbox"/> Certificate of approved leave of absence (dates must be clearly mentioned)<input type="checkbox"/> Income tax return or Form 2316• If self-employed and/or company owner:<ul style="list-style-type: none"><input type="checkbox"/> Department of Trade Industry (DTI)/Securities Exchange Commission (SEC) registration of business Income tax return<input type="checkbox"/> Business financial statement• If student:<ul style="list-style-type: none"><input type="checkbox"/> Proof of enrolment<input type="checkbox"/> Copy of the student IDs<input type="checkbox"/> No objection letter<input type="checkbox"/> Certificate of leave of absence if traveling during the school year (dates must be clearly mentioned)	
10	Evidence of Funds	

Address: RAMON RODRIGUEZ BUILDING, DOLORES JUNCTION CITY OF SAN FERNANDO, PAMPANGA 2000
Contact Details: +63 915 725 7275 | +63 999 993 4017 Landline: +63 45 300 5541
Email: reservation.grandsontravel@gmail.com Website: https://www.grandsontravelandtours.com/
Facebook: https://www.facebook.com/grandsontravelandtours

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	<input type="checkbox"/> Bank certification, bank books (request for ADB in the certification) <input type="checkbox"/> Personal bank statements, credit card statements, or balances covering the last six months	
10	Other proof of rootedness: <ul style="list-style-type: none">If you own any land, cars, properties, land titles, etc. bring the original documents as well as their photocopies.	
10	Traveling with spouse and/or child/children: <ul style="list-style-type: none">Marriage contract and birth certificate(s) of the child/children (if any)	
11	Minors <ul style="list-style-type: none">Affidavit of support and consent of parents (legal guardians)DSWD certificate for minors (if applicable)	
12	Embassy Visa Fee: *** NON-REFUNDABLE*** <i>*Rates are subject to change without prior notice*</i> Single Entry Fee: PHP 3,600 Multiple Entry Fee: PHP 6,000 VFS Service Fees Per visa applicant: PHP 3,200	Agency Visa Fee: PHP 6,500 Adult **** Flight/Hotel/Itinerary are included **** Other Fee: Assistance Request at the VFS for the appearance schedule Per visa applicant: PHP 2,500

Important Note/s:

- Please note that 'Multiple entry' visas are only granted by the Embassy of Ireland in limited circumstances
To qualify for a Multiple Entry visa:
- Applicants must have held at least two previous single journey visas to Ireland and prove they did not overstay, (i.e. entry/exit stamps in their passports).
- Shows sufficient evidence of need such as tour / cruise itinerary, business itinerary, etc.

If an applicant wrongly applies for a multiple entry visa, we will not refund the difference if a single entry visa is granted. Payments will not be refunded if they withdraw their application or if their application is refused.

- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy is accepted).
- The Embassy of Ireland reserves the right to request additional documents and/or a personal interview and to verify the content and truth of the documentation presented.
- Please note that, as per instructions received from the Embassy of Ireland, personal Bank statements (last 6 months) with the bank's stamp/signature in the original need to be submitted in A4 size only.
- "Applicants and travel agents are requested not to bind two or more passports with a stapler to avoid getting it damaged. Instead, you may bind them together using rubber bands."

Processing Time:

- Applications shall be lodged up to three months before the intended visit starts.
- Applications shall be decided on within **2 - 3 months** after the embassy's scheduled appearance.
- Grandson Travel and Tour are not accepting rush visa applications.

Embassy of Ireland in Manila:

30/F Tower 2, RCBC Plaza
6819 Ayala Avenue Makati City,
1200 Philippines.

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