

Documents Checklist for IRELAND

1. Required documents for Offer Leer (Admission Process)

- CV
- SOP (If applicable)
- Passport
- All Academic Certificate
- English Language Proficiency (IELTS/PTE/TOEFL/Duolingo English Test)
- Work Experience or Internship Certificate (if applicable).
- Work Experience (If Gap)

After we receive offer letter, we need to get NOC from Ministry of Education and pay the required fee asked by the university.

2. CHECKLIST FOR VISA APPLICATION

- Online Application Form
- Supplementary Student Application Form
- Visa Photo (Photograph should be 45-50 mm in height and 35-38 mm in width.
- Cover Letter (Self and Provider)

Additional Documents:

1. Final Offer Letter / Fee Receipt from related university
2. Fee Payment Notification or Swift Copy (Original) from related bank
3. Insurance payment & Confirmation (If not included in the fee)
4. CV/ SOP/ All Academic documents, IELTS Result + Recommendation Letter
5. Self-Affidavit
6. Work Experience (if applicable) - Salary Bank Statement or Pay slips (latest 3 months)
7. Certified passport all Pages (Color print)
8. If you have any previous passport, you need to provide at the me of visa application
9. If you have any previous immigration history or refusal, you need to provide at the me of visa application
10. Police Report
11. Birth Certificate
12. Marriage Certificate (if applicable)
13. Relationship Verification showing all sponsors from Rural Municipality/ Municipality
14. Address or Place Verification (if any changes)
15. Any changes in Name and Surname must be verified from Rural Municipality/ Municipality
16. Contact Number Verification in all official letter heads (Mandatory)
17. CA report

FINANCIAL DOCUMENTS:

1. **Income Source verification** from VDC/ Municipality with supporting documents.
2. **a. Salary income-**
 - i. Appointment letter / Company ID Card
 - ii. Salary letter in Official Letter Head (Salary Bank Statement or Pay slips)- (**latest 1 Year**)
- b. Business income-**
 - i. Business Registration
 - ii. PAN/ VAT Registration
 - iii. Audit Report
- c. **House rent/ Land lease Income- House Rent Agreement/Land Lease Agreement.** (Verified by Advocate)
- d. **Pension Income-** Pension Patta translation/ Bank statement (latest 3 months)
- e. **Share Income-** Share Certificate with Audit report showing profit.
- f. Other income evidence, such as for Vehicle income – Blue book translation and income letter from Samiti or Agreement paper required.
3. **Bank Balance** & statement of account of at least 3 months old or **Education loan** (Any A class Commercial Bank)
4. **Property Valuation Report** with landownership translation.
5. **Tax clearance certificate** from Rural Municipality/ Municipality
6. Affidavits of Support or Sponsorship letter (Verified by Notary Public)

Note:

- I. Provide all the documents (original & notarized)
- II. Service Charge of Rs. 15000.00 (Fifteen Thousand).
- III. Visa Fee & VFS service chargers must be paid by the student.
- IV. If there is any fee for offer letter, student must pay.

12 Checklist before you submit

1. Signed AVATS application form
2. All passports (missing passport must be fully explained)
3. Letter of application/statement of purpose, outlining the reasons for selecting Ireland, your provider and your course.
4. Course offer letter from your provider.
5. Evidence of course fee payment, including electronic fund transfers
6. All previous qualifications, including certificates and semester mark sheets.
7. English language test results
8. Evidence of required finances
9. Financial summary form
10. Private medical insurance.
11. Police clearance certificates.
- 12 If applicable, a letter disclosing all previous visa refusals with the original