



## New Delhi Visa Office, Embassy of Ireland

### BEAT THE PEAK BY APPLYING EARLY

#### YOU CAN APPLY FOR A STUDY VISA 3 TO 4 MONTHS BEFORE YOUR COURSE DATE

#### How to apply for a study visa?

- Once you have got your offer from the college/university and have paid the fees, apply for your visa online at <https://www.dfa.ie/irish-embassy/india/visas/applying-for-irish-visa/> or log onto [www.inis.gov.ie](http://www.inis.gov.ie). **You must pay at least €6000 or 50% of the fee, if the total fee is more than €12000. If you are in receipt of a scholarship, you must pay 50% of the gross amount.**
  - You must complete the **Study Supplementary Application Form** which is available at <https://www.dfa.ie/media/missions/india/visas/Supplementary-Student-Application-Form-ndvo.pdf>. **Incomplete Supplementary Forms will result in the application being refused.**
  - Collect all your documentation and ensure you make a colour copy of all your documents.
  - Make an appointment with VFS to submit your visa application and supporting documents. Ensure you tab all your documents by category – college offer, fees paid, education, employment, sponsors, finances.
  - You must ensure that you have provided the address where you will be staying in Ireland. You may have to self-isolate when you arrive in Ireland. Suitable accommodation to facilitate quarantine requirements such as college halls of residence, a single occupancy hotel room or a single occupancy room in a private home for the duration of the quarantine period.
  - Details of the **Approval in Principle Scheme** is on our website.
  - Submit your application, all documents and provide biometrics to VFS.
  - We operate a 3 week rule. We do not accept visa applications from students less than 3 weeks before the course starts unless you have received a later offer and you will need to show proof of this. Late loan sanction is not considered a reason for submitting an application in less than 3 weeks.
- You should also avail of the **VFS Check and Verify Service** to provide reassurance to the New Delhi Visa Office that the information you have provided on your visa application is genuine. [Learn more](#)
  - Do not pay for any flights or any other travel tickets until you have been issued with a visa.
  - Your application will be processed in the New Delhi Visa Office.
  - When the New Delhi Visa Office has made a decision, VFS will forward on the decision to you. Visas will be issued three to four weeks prior to your course start date if your application was received in the office on time.
  - The visa office will provide information on the visa validity on our website over the summer. This will be based on the current travel advice and COIV 19 restrictions in Ireland.
  - Once you have received your visa in your passport you can book your flights and make all your travel arrangements.
  - Students are advised to arrive 3 weeks before the course start date to ensure that you can settle into Ireland before the course begins. You may need to self-isolate in Ireland for 14 days when you arrive. All the International Offices in the colleges/universities will be able to provide you with information on what you will need to do when you arrive in Ireland.
  - You should not travel to Ireland if you are not required to be on the course in person. You should only travel to Ireland when you are required to be on campus.
  - The government of Ireland has introduced a number of protocols for passengers arriving from abroad and you will need to check [www.inis.gov.ie](http://www.inis.gov.ie) and [www.hse.ie](http://www.hse.ie) for more details before you apply for an Irish visa or travel to Ireland.



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### ADDITIONAL STUDENT INFORMATION ON FINANCES & PAYMENT OF FEES

#### Payment of Fees

Full fees are expected to be paid by students when they make their visa application. Please check with your Education Provider when the full fee has to be paid. If the Education Provider requires the full fee to be paid before you apply for your Irish visa, the Visa Office will need to see evidence that the full fee has been paid. In all other cases, where the full fee is expected to be paid by the time you enroll on the course, the Visa Officer will only assess study applications where a student has paid at least €6000 towards their fee if it is under €12000. If less than €6000 has been paid in these cases the visa application will be refused. If the fee is more than €12000, the student must pay at least half of the total fee amount or the visa application will be refused. If you are receiving a scholarship for part of the fee, the amount to be paid before the visa application can be considered is 50% of the gross amount, unless the scholarship awarded is more than half of the tuition fee.

#### Approval in Principal Scheme (AIP)

The Approval in Principal scheme will only operate for students who are enrolling on an undergraduate degree course and are awaiting to receive their school results in late July/early August. Students enrolling on a post graduate Masters course can no longer apply under the Approval in Principal Scheme. If you are awaiting your final results from your university in late July/August, you can apply for an Irish Visa and submit the provisional results to the Visa Office, along with all the required documentation as listed on the checklist and the Supplementary Student Form. A decision will be made based on these documents. The Visa Office may put your application on hold and request a copy of the final results before issuing the visa. You must ensure that you have a copy of your final results with you when you arrive in Ireland and register on the course.

Under the **Approval in Principal** scheme, applicants applying for a study visa from India and Sri Lanka, and who have been accepted on to a College, University, Institute of Technology or QQI (Quality and Qualifications Ireland) approved course at undergraduate level, can apply for a study visa without having to pay the full requisite college fees in advance. They must pay €6000 towards the cost of the fees when applying under the Approval in Principal Scheme and pay the remainder when they submit their final results and their confirmed letter of offer. You can submit your application three months in advance of the course start date. The Visa Office will consider your application and inform you if it can be approved in principal. Once you have received your final results from your school and informed the Education Provider in Ireland, you must submit the final results, the updated letter of offer/acknowledgement letter from the Irish Education Provider and a copy of the Electronic Transfer Fee (EFT) showing that you have paid the full fees. The Visa Office will then issue the visa.

#### FINANCES

- You must provide evidence of Deposits, registration and tuition fees already paid and evidence of the sources of funds used to pay them.
- You must provide evidence that you have access to sufficient funds to cover your full tuition fees and sufficient funds to support yourself in Ireland for the duration of your studies. The sources of all funds must be accounted for. Do not depend on sources of income from any part time employment you may get in Ireland while you are a student there.



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- If you are using Fixed Deposits (FDs) or similar products, the source of funds used to purchase/invest must be disclosed.
- By far the most common reason for refusals is that the applicant didn't adequately demonstrate sufficient access to the required funds or the source of the funds already used.
- **Student loans** – Full original documentation must be submitted. The sanction letter is not sufficient. Copy of deeds of any property used as security **MUST** be submitted. Where the source of funds is the sale of an asset (e.g., house or land) full evidence **MUST** be submitted. Any guarantor on the loan **MUST BE TREATED AS A SPONSOR** and their details must be included on the Student Supplementary form. If their details are not included on this form, this could result in your application being refused. **The principle amount loaned to the applicant must be consistent with the availability to be repaid based on existing income levels. Future income levels cannot be considered for the availability to repay the loan. This includes considering any part time work you may avail of in Ireland while studying.**
- Anyone offering material support to your application is considered a sponsor and **MUST** be included on your Supplementary Form. This includes details about your parents whether they are your sponsors or not. You **MUST** include proof of their ID, employment status, address, etc., and evidence of your relationship/link to them. You **MUST** provide evidence of their income (ITRs and payslips) and savings (bank statements, etc.,). Original FDs etc., **MUST** be submitted. You cannot say you are self-funded if any financial support comes from elsewhere. They **MUST** be accounted for as a sponsor.
- One of the main conditions for a visa to be granted is that the applicant must have paid at least €6000 in tuition fees if the fees are less than €12000, with evidence that there are sufficient finances to cover the remaining fees. If the fees are more than €12000 you must pay half of the total fee to be paid before you apply for the study visa. Study bonds, such as 'Pay to Study' are acceptable as long as the source of funds used to pay for them is accounted for. The visa office may request you to provide additional evidence of finances if that is considered necessary.
- If you are using study bonds for your living expenses, this money cannot be withdrawn when your visa has been issued. It must remain there until you have transferred into your Irish bank account. You will be requested to show evidence of this when you register with the Immigration Office in Ireland.
- You are required to have private medical insurance at the level that will cover the cost of hospital accommodation.
- Students must have access to €3000 when they register with the Immigration Office in Ireland, either lodged in an Irish bank account, your own personal banks account in India which you can access from Ireland or as a study bond. However when you are submitting financial documentation in support of your application, you must be able to show that you have access to sufficient finances for 12 months or the duration of your course.
- If your course is registered on the Internationalisation Register, you can work in Ireland to supplement your income while studying in Ireland. During the course term you can work 20 hours per week and during normal college holiday periods you can work for 40 hours. However your college will advise you on how many hours you can work while study which will not impact on your college performance.

### Third Level Graduate Programme

The notice on our website at [www.inis.gov.ie](http://www.inis.gov.ie) provides details of the new immigration arrangements which will apply to all non-EEA persons holding Student Permission (Stamp 2), who wish to avail of the Third Level Graduate Programme from 31 May 2017 onwards. Students are advised to familiarise themselves with the immigration arrangements for the **Third Level Graduate Programme**. The details of the programme can be accessed here (<http://inis.gov.ie/en/INIS/Pages/Student%20Pathway>). Graduates wishing to avail of the scheme are advised to read this document in detail.



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### What documents do I need to submit with my visa application?

1.	Avats Summary Sheet	<ul style="list-style-type: none"> <li>Signed Visa Ireland summary sheet.</li> <li>VFS/Consulate cover sheets</li> </ul>
2.	Student Supplementary Form	<ul style="list-style-type: none"> <li>Fully completed</li> </ul>
3.	Police Clearance Certificate	
4.	Education Provider documents	<ul style="list-style-type: none"> <li>Offer letter</li> <li>Receipt/acknowledgement of fees paid by college or transfer wise/path to study</li> <li>EFT showing that the fees have been paid</li> <li>Scholarship letter if applicable</li> </ul>
5.	English language test result	
6.	Medical insurance Cover	<ul style="list-style-type: none"> <li>Receipt/acknowledgment that this has been paid</li> <li>Policy details</li> </ul>
7.	Your cover letter	<ul style="list-style-type: none"> <li>Your cover letter</li> <li>Agents cover letter if applicable</li> </ul>
8.	Financial Documents	<ul style="list-style-type: none"> <li>All financial documents from sponsors</li> <li>All financial documents from you</li> <li>All documentation in relation to bank loans</li> </ul>
9.	Employment documentation	<ul style="list-style-type: none"> <li>Employment letter and pay slips from you if applicable</li> <li>Employment letter and pay slips from all your sponsors</li> <li>Employment letter and pay slips from parents/spouse if they are not your sponsors</li> </ul>
10.	Educational Documentation	<ul style="list-style-type: none"> <li>All results and documentation</li> </ul>
11.	Any other additional documentation	<ul style="list-style-type: none"> <li>Any other documents which you want to submit along with your application.</li> </ul>

**Q: How long does it take to process my visa application?** Within 4 to 6 weeks if you use the VFS Check & Verify service. For applications from Sri Lanka, Nepal and Bangladesh, it will take 4 to 8 weeks to process the application.

**Q: Why should I avail of VFS Check and Verify?** Applications from India should avail of VFS Check and Verify because this provides the visa office with reassurance that your documents are genuine and the application will be processed immediately. If you do not avail of this service and your documents cannot be verified, your application can be refused.

**Q: When can I apply for my study visa?** You can apply up to 12 weeks before your course date.

**Q: Will the visa office interview me about my application?** The visa office reserves the right to interview any student about their visa application prior to making a decision on the application. If the visa office cannot contact you in relation to your application, you may be refused a study visa.

**Q: Will you accept an application where the course start date is less than 3 weeks?** Only if you prove to us that you received a late offer.

**Q: What happens if I am refused a visa to study in Ireland?** You can appeal the decision within 2 months of the refusal letter. You must address all of the refusal reasons in your appeal. If the start course date has passed, you must also submit an up to date offer letter from the education provider showing that they will still allow you to register and attend the course. An appeal can take up to 4 weeks to be processed. The main reason for a refusal is insufficient documentation or evidence about finances. Ensure you submit all your documents to avoid having to appeal the visa decision.