

Visa Process

An application must be made on the official Applications Forms. Forms are available on the Department of Jobs Enterprise and Innovation website. There are up to three stages in the passage of an Employment Permit application:

Pre-check Stage. This stage prepares the application for consideration by a decision maker. A variety of basic checks are carried out in order to maximise the efficiency of the next stage, the Processing Stage. If an application is found to be wanting (e.g. application does not include payment) then the application is 'rejected' as incomplete. **This is not a refusal** – it merely requests the applicant to make the necessary changes to complete the application. The applicant can resubmit the corrected application. When the application passes the Pre-Check Stage the associated cheques are submitted for banking and it is placed in the processing queue.

Processing Stage: This stage is where the application is considered by a decision maker, an official with decision making authority. The processor will either grant an application or refuse it for specific reasons.

Appeal: Where an **applicant** wishes to appeal a refusal decision then he/she may do so within 21 days. The appeal will be considered by a separate and more senior official. The refusal of an application on appeal does not preclude the submission of a new application.

Fees for Work Permit Employment Permits

Fees in respect of Work Permit employment permits received on or after 1 June 2009		
	First application fee	Renewal fee
Work Permit	€1,000 up to 24 months and €500 for six months or less	€750 for six months or less
		€1,500 up to 36 months

If an application is unsuccessful then the fee will be refunded in full.

While the fee may be paid by a third party, current legislation restricts refunds to applicants only (e.g. if the applicant was an employee and the employer paid the fee, then the refund will still issue to the employee).

Where the employer is the applicant, in accordance with Section 23 of the Employment Permits Act 2006, the employer may not make any deductions from the remuneration of, or seek to recover from, the holder of the employment permit concerned any charge, fee or expense arising out of or concerning one or more of the following:

- the application for the employment permit or the renewal of the permit or any matter relating to or concerning such an application or the grant or renewal of the permit;
 - the recruitment of the holder for the employment in respect of which the application was made;
- or
- any amount previously paid to the holder in respect of travelling expenses incurred by the holder in connection with taking up the employment in the State.

No fee applies to the following:

- Applications for unlimited permits (i.e. where the holder has been on an Employment Permit for 5 years for the same employer),
- Applications by an employer who is a registered charity, and
- Applications in respect of spouses of EU nationals.

How long does it take?

Straightforward business visa applications processed under delegated sanction at our Missions abroad should be decided within 10 working days of receipt, provided that the documentation

provided is fully in order. The Department of Foreign Affairs reserves the right to request additional information or documents at any time.

Applications that are usually referred to INIS for decision (eg applications for Study, Visit or Join Family visas) will have a longer decision time, which will vary at different times of the year. In order to ensure you leave sufficient time for the application to be fully processed we advise that you should apply for your visa 6-8 weeks before your planned date of travel. Incomplete applications will result in a delay.