

## DOCUMENTS TO PRESENT WHEN APPEARING BEFORE CONSUL DECEMBER 2004.

Consul's Clinic takes place every Wednesday and Saturday afternoon 12am to 5pm. No appointment necessary. However feel free to phone Consul's mobile at 086-399-7654 to check. Don't phone during the clinic. Feel free to phone any other time for anything. The Clinic is located at 36 Parnell Square West (known as the Teachers Club).  
**IF YOU REQUIRE INVITATION DOCUMENTS TO BE STAMPED BY THE CONSUL PLEASE PRESENT ONLY UNSTAPLED DOCUMENTS IN PERSON TO CONSUL IN THE FOLLOWING ORDER (ONLY DOCUMENTS WRITTEN IN BLOCK LETTERS, AND WITH NO ERRASURES WILL BE ACCEPTED)**

1. Your **current** passport, and garda ID card so I can identify you as the sponsor.

2. Three **original** payslips, less than 3 months old. (no photocopies accepted). You may present additional payslips if more than one visitor is invited (unconfirmed reports indicate that 390 euros salary per wk is the criterion used to permit a dependant to join you)

3. Declaration of support for visit to Ireland / UK

4. Letter of invitation to Ireland / UK

5. The last 3 months of Original letterhead Bank Statement, Don't present photocopy or printout. The lodgments should follow a logical pattern. For example an unexplained lodgment of 200 euro or more will lead the examining office concluding that you got a loan to inflate your bank balance. The examining officer won't say what balance is required in the account because "no set minimum is required as each application is decided on it's own merit".

6. Letter from employer stating you are employed by them, stating how long you've been employed, and your salary. (no photocopies please)

7. Photocopy of the front data page and last page of your passport. Also photocopy of your working visa, or work permit and latest stamp of garda indicating expiry date of your permission to remain in Ireland.

8. Photocopy of your plastic garda registration card. (front side only).

9. An original P60 form (If you have one). A P60 is only issued at the end of the tax year in January. (no photocopy please).

10. Affidavit of support and consent to travel & special power of attorney. (required by DSWD) costs 27 euros; therefore enter all children on one form to save money. It's valid for one year. (The DSWD in Cebu require a special receipt to be issued for this from the London Embassy as they don't recognize my signature.)

11. Parental Travel Permit to travel to Ireland / UK. This is required by immigration in Manila. Also a copy is required by the Irish consulate in Manila.

### **MORE INSTRUCTION ON ABOVE:-**

It's important to take trouble and write slowly in **BLOCK LETTERS** to impress the examining officer who has to read and understand your writing. You should have been in Ireland for a year and have a further year's permission to remain.

**INSTRUCT THE APPLICANT TO RETAIN PHOTOCOPIES OF ALL INFORMATION PRESENTED TO THE IRISH CONSUL IN MANILA AND POST IT ALL BACK TO YOU - THE SPONSOR IN IRELAND, ESPECIALLY IMPORTANT IS THE SAMPLE VISA APPLICATION. YOU WILL NEED ALL THESE FOR THE APPEAL IN THE LIKELY EVENT OF REFUSAL. AN APPLICATION NOW COSTS 4,900 PESOS, SO GET IT RIGHT AND TAKE CARE. THERE IS A HIGH REFUSAL RATE.**

### **APPLICANT SHOULD PRESENT TO IRISH CONSULATE IN MANILA THE FOLLOWING**

The Irish Consulate in Manila will not entertain an application with incomplete requirements. Processing of applications is by appointment only. Phone for appointment three weeks in advance. Visa Applications are referred to DFA in Ireland for a decision.)

1. Completed the visa application form (samples of this are available in my information pack; it's useful to complete this so the applicant can copy it into their triplicate forms in Manila; block letters only. Keep a copy for yourself; refusals are based on the information which is presented on this form.)

2. Three identical passport photos taken within the last six months.

3. Original passport which should be valid for at least 6 months after intended date of departure from Ireland.

4. Two sets of clear photocopies of all passport pages containing stamps of any kind or visas. Blank pages may be omitted.

5. Original certificate of employment with two photocopies from current employer guaranteeing employment of the applicant upon his/her return to the Philippines after their visit to Ireland.

6. Confirmation of hotel booking or Invitation letter from sponsor in Ireland.

7. Evidence of funds; recent bank account statement, updated passbook, certification from the bank.

9. Non-refundable visa fee is now increased to 4,900 pesos (Spouses of EU citizens are exempt).

### **Additional student visa applicants**

1. Letter of registration from college/school verifying the duration/nature of the course.

2. Evidence that the required fees have been paid in full.

3. Evidence that the applicant has sufficient funds to maintain him/herself for the period of his/her proposed stay.

4. Medical Insurance for Study Visa Applicants.

**Required from Spouse dependent.** Original Marriage Certificate with registry number.

**Required from dependent children.** Original Marriage Certificate of parents 2. Original Birth Certificate. 3. Letter of acceptance from school principal might be helpful. (don't give to Consul for stamping)

CONSULATE OF IRELAND, 3F/ Max's Restaurant, 70 Jupiter St. Bel Air 1, Makati 1209, Manila, Philippines.

Tel. (00632) 896 4668

Fax. (00632) 897 8534. Email: irishcon@info.com.ph  
It's open from 7am to 3pm (11pm to 7am Irish time). We understand that a visa can now take at least five weeks to process..

**Dependents:** You can only apply for your spouse, or children under 18 years of age; (sometimes 17 yrs). Others, including extended family, friends or fiancé can only apply as visitors. The DSWD in Manila do not allow children under 13 to travel alone. **The Irish Consulate in Manila will only accept documents under three months old.** Working visa holders (like nurses) who have been in Ireland for 3 months can apply for dependents. **Work permit** holders who want to bring their family as dependents have to have worked in Ireland for one year before they are allowed to apply, and should have permission to stay for a second year. It is estimated that at least 50% of applications fail to be passed.

**IMPORTANT:** make sure your dependent spouse is not issued with a visitors visa as the spouse will be required to return to the Philippines after a short visit; it's impossible to change his status from "visitor to dependent" inside Ireland.

### **VALIDITY TIME OF VISA**

When the Irish Consulate in the Philippines issues a visa it will say "three months validity, from the date of issue"

This means that you must enter Ireland within that three month period. The visa only entitles you to get as far as the Irish Airport, it doesn't entitle you to enter the country. When you arrive at the Irish airport the immigration officer will decide how long you can stay initially. Usually he stamps a one month stay only. If you're a dependent then you must go to the police station for a further extension. Tourist visa holders don't get extensions unless they have a doctor's letter stating they're unfit to travel. A dependent or tourist cannot change their status to apply for another status while in Ireland. Only nurses spouses can change from dependent to work permit. Throughout Europe Filipinos are considered as Visa nationals and are therefore restricted.

### **OBTAINING PASSPORTS FOR MINORS (below 18 yrs of age)**

(1). Required is a personal appearance of either parent in the Philippines.

Or you can accomplish a "Parental Power of Attorney" which nominates a named person in the Philippines to apply for your child's passport at the DFA in Manila. (2). If minor is not traveling with one or other parent submit an original and photocopy of Department of social Welfare (Philippines) clearance and "Parental affidavit of support and consent to Travel". You must also secure an **Exit Clearance** for your minor children from the Department of Social Welfare and Development (DSWD) to travel from the Philippines to Ireland / UK

(3). If one or either parents are abroad, such an affidavit must be authenticated by the nearest Embassy /Consulate. (4). If the application is filed by a person other than the minors parents, submit Special Power of Attorney.

**VISA HELP LINE.** Email to [visamail@justice.ie](mailto:visamail@justice.ie) to find out progress of application. Quote the visa reference number. They seldom answer the telephone.

### **OTHER DSWD REQUIREMENTS.**

(1) certified copy of birth Cert of minor. (2) Marriage Cert of parents. (3) Noterized affidavit of consent from parents. (4) Notarized affidavit of support from sponsor indication employment, salary. (5) latest income tax returns of sponsoring person and /or parents and confirmation receipts. (6) 3 passport size photos of minor. (7) Xerox copy of passport and visa of traveling companion. (8) Xerox copy of passport of minor if available. (9) payment of 350 pesos. **LETTER FOR ARRIVING IN EUROPE**

It's a good idea for Filipino visitors coming as workers or as dependents to have a letter from their sponsors or Employers to present to the immigration officer on arrival explaining exactly why they are visiting, and relevant contact telephone numbers. This letter can be presented to the immigration officer at the airport of arrival. This should help in preventing delays.

Even in Transit destinations like Frankfurt, the immigration are checking out even transit passengers.

## **requirements in applying for UK visas for dependent spouse and children of**

**Filipino nurses?** Based on British immigration law and information obtained directly from the British Embassy in Manila, listed below are documentary requirements in applying for U.K. visas for dependents of Filipino nurses. Aside from these requirements, the Consular Officer of the British Embassy may require additional documents to be presented.

- a. You must be in possession of your **UKCC pin**.
- b. A copy of your **Work Permit and Passport**. If you are a female and your documentation is in your maiden name, make sure all documents are amended to show your married name. (UK only)
- c. A strongly supportive **letter of reference** from your employer detailing that you are employed by them on a two-year work permit; your salary; that you are a valued member of the staff.
- d. It may be possible to get a **letter from the employer** stating any vacancies they may have that may be filled by your spouse, for example, portering, catering, gardening etc.
- e. **Pay slip** to validate actual pay, including overtime, minimum 3 months post- adaptation salary.
- (f) **Bank/building society statements** showing savings of at least £2,500 - £3,000. (g) **Letter from the landlord** of your accommodation stating that they consent to having it used as family accommodation, or by a husband and wife. Also, a copy of your **short hold tenancy agreement**. (h)4444. When your spouse has received the documents, he/she should also add any documents that show any **personal savings, work qualifications, skills**, etc. that he/she has, as these could be of help during their first few months in the U.K. Documents and applications must be sent to your spouse in the Philippines who would go directly to the British Embassy in Manila to submit his/her and your children's applications, and undertake an interview that will assess if they qualify for entry clearance into the U.K. It is of great importance to file your application only when you have fulfilled all the requirements so as not to risk being rejected.

## **10. What documents do I need from the Philippine Embassy to apply for a Philippine passport for my dependents in the Philippines?**

The affidavit form is available at the Consular Section of the Philippine Embassy.

### **Arriving in Dublin from Philippines.**

When you arrive at the Irish airport the officer has to establish that you are the person who owns the passport. Therefore you should have all the documentation to enable you to prove who you are; and you should be in a position to go through the same process as you did at the Irish Consulate Manila. You should not leave all your important documents in your suitcase as you won't have access to them when you are passing through immigration. It's useful to be able to produce a letter written by your employer explaining that he is expecting you. This can save hassle.

For those arriving at London en route to Ireland; the London immigration will process you on behalf of the Irish Immigration. They will insert a 24 hr permission to stay in your passport. That means you have to leave the UK within 24 hours. Sometimes they insist that you have a transit visa entering the UK, hence most Filipinos avoid London.

### **IRELAND VISA APPLICATION FORM.**

It's important that sponsors in Ireland inviting people to Ireland should complete a sample "visa application form" for the applicants to copy same into the triplicate forms provided by the Irish Consulate/Embassy. This is important because if the visa is refused the sponsor in Ireland will know what the applicant wrote in the application form, and be better able to determine how to prepare an appeal.

### **I am a vacationing contract worker holding a valid employment contract.**

### **What other documents do I need to present to Philippine authorities at NAIA to enable me to return to the United Kingdom?**

The Overseas Employment Certificate (OEC) is used by POEA to monitor the flow of Filipino workers, and by the Overseas Filipino Workers (OFW) to avail themselves of travel tax exemption. Vacationing Filipino workers should present a valid OEC upon departure from the Philippines. POEA issues OEC at the POEA central office, POEA regional centers and extension units, and NAIA terminal. **For more information & downloadable forms, visit our**

**Website:** [www.philemb.demon.co.uk](http://www.philemb.demon.co.uk) To avoid the rush, the OEC can also be secured by the workers even before their return to the Philippines from the Philippine Embassy. A fee of £1.80 should be paid at the

cashier's office of the Consular Section before proceeding to the Labor Attache's Office at Room 8, MacMillan House, 96 Kensington High Street, London. From Ireland an applicant should send the following to the Labour Attache in London:- A fee of £1.80 stg. 2. The application form (available from Consulate Dublin). 3. Pre-paid registered envelope (sterling, not Euros).

4. Your current passport. Please note that the O.E.C. clearance only has a validity of 90 days from date of issuance.

***The following are the requirements concerning Britain, not Ireland, but may provide a useful guide for Filipinos in Ireland***

**Parental Power of Attorney and Support.** This authorizes your appointed guardian to apply for your child's passport and other documents;

*Occasionally the DSWD in Cebu insist that this document is notarised by an Irish Commissioner of Oaths "appointed by the Irish Supreme Court". This costs 4 Euro. Remember that many lawyers are not appointed by the Supreme Court for this function Some law firms will tell you that because it's a foreign document it will have to be notarized by a Notary Public and will therefore cost up to 50 Euros. Don't accept that;; instead shop around. More than 90 of them are listed on page 462 of the Dublin yellow pages For those outside Dublin consult Honorary Consul for name and address.*

*The document should then be sent to "Dave Caffrey, Dept. Foreign Affairs, Consular Services, Hainault House, 69-71 St. Stephens Green, Dublin 2. (tel. 478 0822 or Email [caffrey@iveagh.irlgov.ie](mailto:caffrey@iveagh.irlgov.ie)). They will verify the signature of either a Commissioner for Oaths, or a notary Public – but only if they have a copy of that person's signature on file. (phone them first if you're not sure if your Commissioner is on file). Enclose 15 Euros (£12) per signature (there's only one signature on the document to be authenticated). You can pay by cheque, bank draft, postal order or cash.*

*Enclose a stamped self address envelope and they'll return it within 24 hours.*

*Alternatively you can go to DFA in person. It's better to go in the afternoon when there's no visa applicants in the visa office. It's the first window on the left; ring bell. It can be done in 20 minutes while you wait.*

*The document should then be submitted to the Honorary Consul for authentication. Cost is 30 Euros each document. (The money is later sent to the London Embassy.) The authentication is required for the purpose of presenting it to the DFA in Manila in the case of a passport application for the child. Also required by the DSWD when the child is travelling without a parent.*

