

Checklist for national visa application: Researcher/Guest Scientist



Please provide **one set of copies plus original documents**. Please prepare your application carefully and organise all documents according to this list in the given order. Please bring your **original certificates as well as your original employment contract** along. Please DO NOT staple any documents.

□ VIDEX application form, fully completed including declaration Section 54 (2) Act, duly signed □ Valid passport (original) • Signed by the holder • with at least two consecutive blank pages • valid for at least 6 months • issued within the last 10 years □ 1 copy of the passport, including all pages with entries	
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☐ Irish visa or residence permit (IRP) + 1 copy	
□ 1 biometric passport photo, 35 x 45 mm, not older than six months with a bright	•
and frontal view of the face. Digitally altered passport pictures will not be acce	
Detailed CV (up to date, in German or English including the city, province or ter	rritory of the
employer or educational institution)	
Employment contract or letter of intent from your future employer in Germa details about salary and working hours as well as full address of the employer	
$_{\square}$ For self-employment : Information regarding the company and financing (e.g. le	ocation
offer, business plan, credit and financial information, business contacts in Gern	many)
Detailed job description from your future employer	
□ Scholarship/ fellowship award letter, if applicable	
☐ Hosting agreement of the inviting research institution, if applicable	
Proof of academic qualifications (e.g. university degrees, original + copy, letter current university, etc), if applicable: certified translation into German or English	•
□ Proof of accommodation in Germany with full address (e.g. rental cor	ntract, hotel
reservation) OR invitation letter in case of private accommodation with name,	full address
and their passport copy	
□ Proof of health insurance cover – may be submitted later on, after the visa ap	plication has
been approved	

Please note that the German Embassy Dublin reserves the right to ask for additional documents at any time during processing. Submission of the above-mentioned documents does not guarantee that a visa is granted.