



## How to apply for a WORK AUTHORISATION from the Embassy of Ireland, Tokyo

Minimum required documents:

1. **Original** of passport valid at least until the expiration date of the relevant Work Authorisation (usually for two years).
2. **Original letter** outlining the job offer from an employer in Ireland, corresponding to the designated skills category, stating the starting date and pay and quoting the employer's Registered Number for Tax purposes and the applicant's passport number.
3. 3 recently-taken colour photographs (4 cm x 5 cm).
4. Consular fee: **¥ 13,500** (exact amount in yen cash)  
(Spouses of EU nationals are not liable for the fees. Any applicant wishing to avail of this exemption will be required to show proof of eligibility. (e.g. original marriage certificate and EU spouse's original passport.)
5. Evidence of relevant third-level qualifications (Applicable to persons with job offers in the ICT sectors).

In respect of any individual case, we may require documentation in excess of the minimum set out above.

Please ensure that all questions on the form are answered correctly. An incorrect or incomplete answer to any question will be taken into account when your application is being considered and could lead to a delay or refusal of your application.

Your application with the accompanying documentation and consular fee (**exact amount in cash**) should be sent by registered mail to the following address:

Work Authorisations  
Embassy of Ireland  
Ireland House 5F  
2-10-7 Kojimachi  
Chiyoda-ku  
Tokyo  
102-0083

**The general processing time is approx 3-4 weeks. It is not possible to guarantee to issue a work authorisation by a specific time.** Your passport will be held by the Embassy pending decision on your application. Your passport, together with the Work Authorisation and other documents will be returned by registered post to the address stated on the form. You should also give an address on the form where you will be able to receive registered mail if it is different from your home address. If you would like the Embassy to contact you when the Work Authorisation is ready for collection, please indicate this on the form.

## IRELAND

### WORKING VISA / WORK AUTHORISATION INFORMATION

#### Important - Please read carefully

The granting of an Irish working visa / work authorisation is, in effect, only a form of pre-entry clearance. It does not grant permission to enter Ireland. Immigration officer have authority to grant or delay admission. Working visa / work authorisation holders are subject to normal immigration control at the port of entry. They should therefore carry with them, for possible presentation to Immigration Officers, the originals or copies of the documents submitted with their applications.

A working visa / work authorisation does not grant permission to stay in Ireland. The length of stay is decided by an Immigration officer at the port of entry. Irish law does not provide for a permanent residence visa.

A working visa / work authorisation holder who remains in the State longer than the permitted period and/or who submitted false or misleading information in support of his/her application may become liable for prosecution and/or subject to deportation.

1. Please type or write clearly in BLOCK CAPITAL LETTERS. Illegibility may prevent applications from being processed. Application forms must be **signed** by applicants.
2. All questions must be answered and originals of all documents submitted. Failure to do so may result in delays.
3. Each application is given a reference number which should be quoted if an enquiry is made.

In general, persons granted working visas / work authorisations for particular purposes (e.g. ICT professional, ICT technician, nurse, architect, construction engineer, etc) are not permitted under Irish law to involve themselves in any other activity or to remain in the State for any purpose other than that for which the working visa / work authorisation was specifically granted. A person wishing to undertake any activity in Ireland other than that for which the working visa / work authorisation was granted must leave the State and then apply for a new working visa / work authorisation. The applicant may not return to Ireland while awaiting a decision on his/her new application.

A visa / work authorisation holder proposing to remain in Ireland for longer than three months is required to register with the Gardaí (police) in the area in which s/he resides. Registration establishes permission to reside. For the greater Dublin area, the relevant office is the Garda National Immigration Bureau, Burgh Quay, Dublin 2: Phone 01 6669100. The period of permission given is determined by the contract or the validity of the working visa / work authorisation. On registration, the person is given a Certificate of Registration (Green Book) and is required to keep his/her permission to reside in Ireland up-to-date for the duration of his/her stay in the State.

**END**