

Checklist - inviting external examiners to Ireland

1. Identify the scope of work. If the work is proposed to be conducted for longer than a single consecutive 14 day period, or is proposed to be conducted more regularly than once in a single 90 day period, a different immigration permission may be required. If you have any queries, please confirm the position with UCD HR - hrhelpdesk@ucd.ie.
2. Identify the nationality of the external examiner.
3. Review the list of visa-required countries on the department website, available here: [Immigration-Service-Delivery-Visa-and-Non-Visa-Required-Countries.pdf \(irishimmigration.ie\)](#).
4. If the individual is a national of a country that is on the list of visa-required countries:
 - 4.1 inform the individual that they must apply for a short stay 'C' business visa by submitting an AVATS application; the details of the application can be found on the department website, available here: [Short stay business visa - Immigration Service Delivery \(irishimmigration.ie\)](#);
 - 4.2 direct the individual to the department website for making this online application, available here: [AVATS \(inis.gov.ie\)](#); and
 - 4.3 work with the individual to provide the documentation necessary for the visa application and arrival in Dublin.
5. If the individual is a national of a country that is on the list of non-visa-required countries, they may apply for permission to work for less than 14 days, provided that they bring with them appropriate documentation to demonstrate that they have binding ties outside the State and that they will be in the State for less than 14 days. Please see the requirements in the Invitation Letter.
6. Ensure to inform the individual that they must make sure that they do not carry out work for longer than 14 days, that they must not rely on any public services or become a burden on the State and that they must leave Ireland before the expiry of their immigration permission.
7. Direct the individual to the suggested supporting documentation to bring to border control as outlined on the department website, available here: [Suggested documents to present at border control - Immigration Service Delivery \(irishimmigration.ie\)](#)¹
8. Ensure at all times that the individual is aware that it is their responsibility to apply for a visa (if required) and to bring the adequate supporting documentation to border control.
9. Ensure that the individual is aware that entry to Ireland is entirely at the discretion of the border patrol officer. Even if the individual has a valid visa for Ireland, the Immigration Officer may refuse them entry if he/she is not satisfied by the supporting documents or explanations.

¹ Note: The requirements listed on the department website change from time to time without notice. Please check the relevant department website for the latest requirements. If you have any queries, please contact UCD HR – hrhelpdesk@ucd.ie.