

Syrian Humanitarian Admission Programme Information Leaflet

It should be noted that this leaflet is for information purposes only.

1. [What is SHAP](#)
2. [Who can apply for SHAP](#)
3. [When can I apply for SHAP?](#)
4. [What family members can a Sponsor \(Applicant\) apply for?](#)
5. [How/Where do I make an application for SHAP?](#)
6. [How much does it cost?](#)
7. [What does the application process involve?](#)
8. [How long will it take to process my application?](#)
9. [What documents do I need to submit with my application?](#)
10. [What if I receive a positive decision to my SHAP Application?](#)
11. [What if I receive a negative decision to my SHAP Application?](#)
12. [How do I contact the SHAP Application Section?](#)

Question 1 What is the SHAP?

In response to the current humanitarian crisis in Syria the Minister for Justice and Equality is putting in place a humanitarian initiative - the Syrian Humanitarian Admission Programme (SHAP) – that will focus on offering temporary Irish residence to vulnerable persons who are present in Syria, or who have fled from Syria to surrounding countries since the outbreak of the civil war, who have close family members residing in Ireland.

[Back to top](#)

Question 2 Who can apply for SHAP?

This Programme will allow naturalised Irish citizens of Syrian birth and Syrian nationals already lawfully resident in the State, to make application for vulnerable close family members to join them in Ireland on a temporary basis for up to two years. These are persons who are considered by the family member present in Ireland (“sponsor”) to be most at risk.

[Back to top](#)

Question 3 When can I apply for SHAP?

The Humanitarian Admission Programme will come into effect on 14 March 2014. The final date for the submission of applications under the Programme will be **5pm on 30 April 2014**. Please note that no applications will be accepted after the closing date.

[Back to top](#)

Question 4: Which family members can a Sponsor apply for?

Sponsors will be invited to submit applications for up to four of their most vulnerable family members, two of whom should be prioritised by the sponsor for admission in the first instance. Having regard to the need to protect family unity (father, mother and dependent children) and to cater for the circumstances of individuals in non-standard cases, the intention is to operate the quota per sponsor flexibly subject to an overall quota being established for the Programme following the receipt of all applications. It is intended that the quota will be kept under review in the context of developing circumstances.

Once the requirement to protect family unity as outlined above has been met, priority will be given to those persons deemed to be most vulnerable (and who do not present any evident concerns relating to community safety or State security), namely:

- elderly parents
- children
- unaccompanied mothers and their children
- single women and girls at risk
- disabled persons

However, this does not exclude any other family member who has been identified as being at serious risk.

The Minister's decision on who should come to Ireland under this humanitarian programme will be final.

[Back to top](#)

Question 5 How/where do I make an application for SHAP?

If a Sponsor wishes to lodge an application for SHAP they should download the SHAP Application Form [here](#) and return it with all the required documents to

SHAP Application, PO Box 12079, Dublin 1

[Back to top](#)

Question 6 How much will it cost?

There is no application fee for submitting a SHAP application, however certain other fees are payable as the application is progressed, for example, there is a fee of €60 per visa required.

[Back to top](#)

Question 7 What does the application process involve?

When an application is received in the SHAP Application Section of the Immigration Division, Irish Naturalisation and Immigration Service, an acknowledgement is sent to the applicant. No decisions will be finalised until after the closing date for the scheme. When a decision is reached, the applicant will be notified in writing. The Minister's decision will be final.

Successful applications will be subject to the subsequent issuing of a visa in respect of each beneficiary. On arrival in the State the beneficiaries will be required to submit their passports for endorsement with the SHAP authorisation stamp.

Finally each beneficiary must register with the Garda National Immigration Bureau GNIB in order to obtain a Certificate of Registration.

[Back to top](#)

Question 8 How long will it take to process my application?

We aim to process all standard applications within 12 weeks of receipt.

[Back to top](#)

Question 9 What documents do I need to submit with my application?

It is important that all required documents be submitted with the application form as failure to submit documentation or reply to requests for documentation may cause a delay on your application.

1. Statutory Declaration at page 11 of the Application Form, signed in the presence of Notary Public] [Commissioner for Oaths] [Solicitor] [Peace Commissioner]?
2. Tax clearance certificate (if self employed)
3. Evidence of your income –see list on Application Form of required supporting documents.
4. Original or certified Copy of your passport or GNIB card
5. Original or Certified Copy of Passport or Photographic National Identity Card for each of the proposed beneficiaries – In all cases the documents submitted should be current however if this is not possible certified copies of their current or most recent Passport or National Identity document may be accepted.
6. Original marriage/birth certificates in support of each proposed beneficiary's family relationship to you.
7. Original Certificates of Immunisation from an official Syrian Public Health Authority confirming that the beneficiaries have been vaccinated against polio.
8. 2 photographs of each proposed beneficiary, – Note: The name of the proposed beneficiary should be printed clearly (not signed) on the back of the photographs.

Please also note that we will, for this application type only, accept photocopies of relevant identity documents.

Please note that if this application is successful an essential requirement of the subsequent visa application process is that beneficiaries provide appropriate documentary evidence of being screened and/or vaccinated, where required against any such diseases.

All documents submitted by the Sponsor are generally retained until the decision has been reached on his/her application. If documents are required by the applicant for a specific reason, they are advised to request them in writing from SHAP@justice.ie giving full details.

[Back to top](#)

Question 10 What happens after I receive a positive decision to my application?

If you receive a positive decision you will be informed in writing by the SHAP Application section. The SHAP section will forward all original passports to the Visa section to facilitate the visa application process. All other documents submitted with your application will be returned to you. **You must then make an individual visa application for each of the beneficiaries**, details of this visa application process will be outlined in your decision letter.

On arrival in the state your beneficiaries' passports must be forwarded to SHAP Application PO Box 12079 to facilitate the endorsing of the passport with an administrative stamp of authorisation. On completion of this process the passports will be returned to you.

Once returned all beneficiaries of this permission are required to register with the Garda National Immigration Bureau (GNIB) 13-14 Burgh Quay, if resident in Dublin or their Local Immigration Officer at their local Garda station and on completion of the necessary formalities a Certificate of Registration will be issued. The cost of each Certificate of Registration is €300. Please ensure that each person brings sufficient identification to satisfy the Immigration Officer of his/her identity.

[Back to top](#)

Question 11 What happens if I receive a negative decision to my application?

If you receive a negative decision you will be informed of the reasons in writing by the SHAP Application section and all original documents submitted with your application including passports will be returned to you.

The Minister's decision on who should come to Ireland under this humanitarian programme will be final.

[Back to top](#)

Question 12 How do I contact the SHAP Application Section?

You can contact the SHAP Application Section with any queries by email to [***shap@justice.ie***](mailto:shap@justice.ie) Please keep queries to a minimum as this will allow us to dedicate available staff to processing applications.

[Back to top](#)