

FREE GUIDE

STEP BY STEP CHECKLIST

CSEP to Stamp 4 Checklist

Isa Valentic · Irish Immigration Strategist



Documents to gather first

Everything to gather before you apply, in the order you will actually need it.

- Confirm your employment start date on your Employment Detail Summary (EDS), not your permit issue date. These are often different, and the 21 month count runs from the EDS date.
- Confirm you have reached, or are close to reaching, 21 months of qualifying employment.
- Confirm whether you have changed employer or role during this period, and if so, whether it fell within the same broad occupation category.
- Valid passport, biometric page.
- Current Irish Residence Permit (IRP) card, front and back.
- Employment Detail Summary for each relevant tax year, available through Revenue's myAccount service.

WHY IT MATTERS

A support letter from DETE confirming your permit history is no longer required as part of this process. If you are reading older guidance that still mentions it, that information is outdated.





Gather, then apply

- Copy of your current employment permit.
- Letter from your employer confirming your role, start date, and terms of employment.
- Evidence of continuous residence in Ireland (tenancy agreement, utility bills, bank statements).
- Proof of private medical insurance, if applicable to your situation.
- Apply once you have confirmed you have met the qualifying period, through your local immigration registration office or the relevant online system.
- Submit your Employment Detail Summary records as your primary evidence of continuous employment.
- Keep copies of everything you submit.

APPLYING

Submit your Employment Detail Summary as your primary evidence, and keep a complete copy of everything you send.

TIP

If you changed employer partway through your 21 months, do not assume this resets your clock. Confirm your specific situation before applying rather than guessing.

