

GUIDELINES FOR VISA APPLICATION

The Embassy of Ghana wishes to inform all visa applicants that visas are NOT FOR SALE. An applicant will be issued a visa based on merits. This presupposes that payment of visa fee DOES NOT guarantee the issuance of a visa. Please take note, visa fees are NOT REFUNDABLE.

Applicants are therefore advised to read carefully the following guidelines and comply accordingly.

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1. Visas will be issued for satisfactorily completed applications within ten (10) working days of receipt of applications, while express application takes 3 working days.
 2. Please note that the processing period for visas start from the time applicants meet ALL the requirements. Therefore the issuance of a visa is subject to **Approval**.
 3. Passports submitted for visas must have a validity of at least 6 (six) months.
 4. A Single Entry permit is endorsed for 30 days beginning from the day the holder arrives in Ghana and is valid for three months within which period the holder is expected to travel. Applicants can also apply for Multiple Entry permit for three (3) months, six (6) months, and one (1) year. Check consular fees for more information.
 5. The Consular Officer determines the number of days and validity of the visa depending on the purpose of the journey to Ghana.
 6. Emergency requests for visas cost an extra DKK 500 above the appropriate fee (This will be issued after 72 hours).
 7. The maximum duration of visas issued by the Mission is one year. With the exception of single entry visas, all visas are subject to regularization in Ghana.
 8. Resident Permits or Renewal of Resident Permits are handled by the Immigration Authorities in Accra.
 9. Applicants applying for Business visas must add a **Letter of Guarantee** from the sponsor of the trip as well as an **Invitation Letter** from their host/sponsor in Ghana.
 10. Applications for **study, research, or attachment** purposes should be accompanied by letter from the College Administrator stating reasons for visit and means of support whilst in Ghana, as well as a **Letter of Acceptance** from the relevant institution in Ghana.
 11. Visa application forms should be FULLY completed in English, in BLOCK letters and submitted in quadruplicate (4 copies) together with four (4) identical passport-size photographs. The **full names** and **addresses** as well as **telephone numbers** of references in Ghana should be provided. Where hotels in Ghana are used as references, full details (address, telephone/fax numbers) should be provided and a copy of the hotel bookings attached to the application form.

Do Not Submit this to the Embassy..!!!

12. An application, which uses Embassies and other diplomatic missions as references, must attach a **Notes Verbale** from the appropriate Foreign Ministry. In the case of a private visit to a member of a diplomatic mission, a letter of invitation is required.
13. The Embassy is accredited to Denmark, Sweden, Norway, and Iceland. Other nationals must show proof of residence permit if residing in any of the mentioned countries.
14. Payments and Methods:
 - a. Payment may be made in cash (payable at the Embassy) or by Certified Bank Cheque. All consular fees can be paid into Danske Bank Swift DABADKKK - DK 3530003109114847 for those outside Denmark, and 4001 3109114847 for those in Denmark. **All bank charges/fees must be paid by the applicant. Do not post cash!!**
 - b. Foreign cheques drawn on Danske Bank attract a bank fee of DKK 200.00 per cheque. Those drawn on other banks attract a fee of DKK 100.00. Applicants must make provision for these fees when making payment for visas by such means.
 - c. Applicants transferring money from a different bank either than Danske Bank should be aware that it takes a couple of days before the transfer is successful. Applicant's bank receipt **does not** mean the transfer has been successful since some of them end up transferring into **wrong accounts**.
 - d. To speed up processing of the application, applicants are advised to make payment directly at the nearest Danske Bank and submit application with their receipt of payment.
15. Applications made by Post:
 - a. Residents of Denmark should include self-addressed envelopes with enough stamps to enable passports to be returned by registered mail.
 - b. Other applicants should include self-addressed envelopes with twelve (12) international postal coupons OR a hundred (100) DKK, in each case, to enable passports to be returned by registered mail.
 - c. Applicants living outside Denmark should not send their country's postal stamps since they cannot be used here in Denmark. Option 'b' is therefore recommended.

Please note that failure to comply with the above requirements will delay the processing of an application or render it void.

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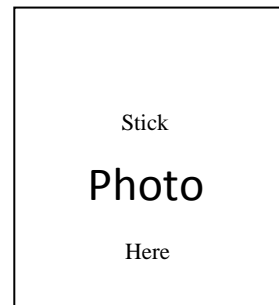


EMBASSY OF GHANA

EGBEJERG ALLÉ 13, DK-2900 HELLERUP
TEL NO. +45 39 62 82 22 FAX NO. +45 39 62 16 52

For Official Use

Visa No: _____
Type of Visa: _____
Date of Issue: _____
Endorsed for: _____
Charges: _____
Signature of Issuing Officer: _____



Instructions (also see attached guidelines)

- This form must be completed in quadruplicate (4 copies) and in capital (block) letters and submitted together with 4 recent identical passport-size pictures and the appropriate visa fee at least fifteen (15) days before intended date of departure.
- Full names and addresses, including telephone numbers of references in Ghana should be stated.
- Any information subsequently found to be incorrect on this form may render the Entry Permit/Visa void.
- Applications by post should be accompanied by self-addressed stamped envelopes, international stamp coupons or DKK 1 0 0.00 for return registered postage.
- Applications for Business Visas should be supported by an invitation from counterpart in Ghana and a letter of guarantee from the sponsor of the trip.
- All consular and visa fees can be paid into Danske Bank Swift DABADKKK – DK 3530003109114847. Applicants must pay all charges both domestic and foreign.
- FOREIGN CHEQUES DRAWN ON DANSKE BANK ATTRACT A BANK CHARGE. CONTACT THE BANK FOR CURRENT RATE.*

Please Indicate
Fee Code *



(*) *Mandatory fields* **Every field is mandatory: Applicants will be requested to re-submit new applications for wrong information and Blank Spaces.**

Section 1

a) Surname:*	b) First Name(s):*
c) Previous Name (if applicable):	d) Nationality:*
e) Date & Place of Birth:*	f) Email:

Section 2

a) Passport No.:	b) Date of Issue: (dd-mmm-yyyy)	c) Date of Expiry: (dd-mmm-yyyy)
d) Place of Issue:	e) Former Nationality (if any):	

Section 3

a) Profession/Occupation :	b) Workplace/School Address	c) Tel. No.:
d) Country of Current residence:*	e) Residential Address:*	f) Tel. No.:

Section 4

a) Intended date of travel to Ghana: (dd-mmm-yyyy)	b) Means of Travel: Air <input type="checkbox"/> Sea <input type="checkbox"/> Land <input type="checkbox"/>	c) Financial Means at Applicant's Disposal:
d) Is applicant in possession of a return ticket? Yes <input type="checkbox"/> No <input type="checkbox"/>	e) If Yes, provide Ticket No.:	f) Date of Last Visit to Ghana: (dd-mmm-yyyy)
g) Purpose of Journey*		
h) Type of Visa: i) Single Entry Visa <input type="checkbox"/> ii) Multiple Entry Visa <input type="checkbox"/>		iii) Duration of Stay in Ghana*.

Section 5

1st Reference in Ghana a) Full Name: *	b) House Number / Street Address: *	d) Tel No.: *
	c) P.O. Box Address: *	
2nd Reference in Ghana a) Full Name: *	b) House Number / Street Address: *	d) Tel No.: *
	c) P.O. Box Address: *	

Section 6. Please fill this section if sharing a passport, and traveling together.

Accompanied by: Name: _____
Date of Birth: _____ (dd-mmm-yyyy)
Signature: * _____ Date: * _____ (dd-mmm-yyyy)

Please note that UNSIGNED visa application forms will be considered as INCOMPLETE and will cause the application to be REJECTED.

(*) Applicants transferring money should be aware of current bank charges. Contact bank for more information.

✓	Check List
<input type="checkbox"/>	1. Original Passport
<input type="checkbox"/>	2. 4 completed application forms
<input type="checkbox"/>	3. 4 recent passport pictures
<input type="checkbox"/>	4. Self Addressed Envelop
<input type="checkbox"/>	5. Receipt of Payment (Visa fee) Ⓣ
Business Visa applicant should include:	
<input type="checkbox"/>	6. Invitation Letter
<input type="checkbox"/>	7. Guarantee/Introduction Letter