



Name:.....

- Applications should be submitted in person or mailed, and the following documents must be submitted:
- For every document, you must present the original and one copy
- The documents are to be presented in ( or translated) English

- 1)  A completed and signed visa application form.
- 2)  A passport or other travel document.
  - Your passport or travel document must be valid for at least 6 months from the date on which you leave for Ghana
  - Your passport or travel document must have at least 2 empty visa pages
- 3)  A clear coloured copy of your passport biodata page
- 4)  A clear coloured copy of the biodata page of any previous passport if applicable

***If you are applying for a Ghanaian visa for a minor who will be travelling alone or with a guardian, please submit the following documents:***

- 5)  A clear coloured copy of valid photo ID of the parent/guardian
- 6)  A declaration of consent from parents/guardian
- 7)  Evidence of legal residence from country you are applying from, eg. a passport, visa or residence permit.
- 8)  A passport photo. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance
- 9)  Travel Itinerary (travel reservation in your name)
- 10)  An invitation letter from the company you are visiting
- 11)  A letter of introduction from your employer / firm
- 12)  Identity documents of your host; National Identification card, biodata page of passport (proof of legal residence if your host is not a Ghanaian citizen)
- 13)  A signed and stamped attestation from the hotel you will be staying.
- 14)  A yellow fever card.
- 15)  Proof of payment.

***Please be aware of the following:***

- You will not have your passport in your possession while your visa application is being processed.
- An application without the complete set of documents according to the above mentioned checklist may result in the rejection of your visa application
- Additional supporting documents may be requested for by the consular office
- In case your application is rejected, visa fees paid are not refundable