

## VISA CHECK LIST

- 1a. Applicants **MUST** complete the Correct visa Application Form (Ghana Embassy - Washington DC visa application form). The application form is available at the Embassy's website: [www.ghanaembassydc.org](http://www.ghanaembassydc.org), under visa and consular affairs)
- 1b. Applicant must include his/her actual/original passport or Travel Document
2. Full Name on Application **MUST** match the Name in the Passport
3. Passport /Travel Document must be at least six (6) months Valid, with available visa Page/space
4. Include 2 **Original Passport Size photographs**, NOT **PHOTOCOPIES**. They must be formal, have a white clear background (Size: 2x2)
5. Provide two (2) Contact Persons/places in Ghana /Indicate if Hotel/Guest House etc. (**Applicant MUST indicate the full name, complete address and tel. no/s**) If you are transiting, you must provide your destination address, name of contact person, and tel. No.
- 6a. **Attach** helpful supporting document/s relating to your purpose of journey; e.g. for Business, attach a **Business Invitation letter from Ghana and an Introductory letter from your Employer**; For schooling, include a copy of your **Admission letter** from the school you will be attending in Ghana & your current institution/school in the US; **for Employment**, add a copy of your Employment letter; & for Official purposes, attach all pertinent documentation in that regard. **All letters must be signed by the authors, and be on letterheads.**
- 6b. Volunteers/interns must provide pertinent document/s from Ghana as well as from the institutions/organizations of their respective countries to support their claims. They **MUST** include for e.g. invitation letters from the institutions they will be volunteering for, as well as introductory letters from their own respective institutions/affiliations of their home countries.
- 6c. **Tourists must provide the following:** photocopy of applicant's bank statement; photocopy of proof of hotel reservations; Provide possible sightseeing places you will be visiting in Ghana. Please do not carry over \$10,000 into the country without declaring it.
- 6d. For **Fiancée visas**, applicants must include the biodata page of the passport of the partner in Ghana, a copy of voter ID, complete address and telephone number
7. Provide complete Residential Addresses and Tel. No/s in the USA where required. (**If you are not a US citizen, provide the address in the country you live in**)
8. Name of Employer (company/org)/School; full Address and Tel. Number
9. Clearly/legibly write your email address at the bottom of the visa application form
- 10a. Applicants **MUST** Include the required Processing Fee/s (**Original Money Order (USD)/ (NOTA COPY) (Personal/Company checks not acceptable)**)
- 10b. Processing fee **MUST** be **US MONEY ORDER** & **MUST** be the **EXACT AMOUNT**
- 10c. Money order must be **payable to The Ghana Embassy/Embassy of Ghana**
- 10d. **Processing fees are non-refundable**
- 11a. Application must be typed/completed in Black Ink. (If possible in BLOCK letters).
- 12b. Applicants must answer all questions on the form leaving no question unanswered. The Visa Application Form **MUST** be **Signed and Dated**

**NOTE: Include Prepaid Self Addressed Return envelope with Tracking if your application requires mailing**

13. **Non-US passport holders** must provide proof of US residency permits to qualify for a Ghana visa in the US (Photocopies)
14. **Pertinent Requirements for Minors/Under 18 Years of Age:**

- Letter/s of Consent **signed by both Parents**
- Photocopy/ies of Birth Certificate/s (**The Embassy will not be responsible for original birth certificate/s if you send original/s instead of copies**)
- Photocopies of **both Parents' Photo IDs** (to Support the Child's application)
- (In single parent situations, attach proof of documentation to that effect (legal document/s) )

## CONSENT LETTER/S

### Declaration of Children Traveling Abroad with or Without Parents/Legal Guardian/s

- Please complete and notarize if traveling with a child or children under eighteen (18) years:
- Declaration is to be completed by both parents.
- **Single parents must attach legal proof/documentation, especially if the father's name is on the birth certificate/s as proof that you have sole custody of the child/children and do not require the consent of the other parent (spouse) to travel with the child/children".**

I/we, \_\_\_\_\_ of  
(City and State) \_\_\_\_\_, \_\_\_\_\_, declare that (I am)/  
(we are) the lawful parent/s/guardian of: \_\_\_\_\_, born on (DOB)  
\_\_\_\_\_ at \_\_\_\_\_ (place of birth).

My /Our child/children, \_\_\_\_\_, has/have (our/my) consent to  
travel with (me/us) to \_\_\_\_\_ Ghana (please state where  
you will be residing/staying in Ghana).

**Father's signature and date:** -----

**Mother's signature and date:** -----

**Guardian's signature and date:**


- ✚ If child/children's name does not match parent's name especially on the birth certificate, please attach proof of name change or a notarized explanation.
- ✚ If you have more than one (1) child, please attach a list of all the children, their names and copies of birth certificates.

**Thank you.**



# Application for Ghana Entry Permit/Visa

Embassy of Ghana Washington DC. **REGULAR SERVICE**

<b>For Official Use Only</b>			Attach recent passport size photograph here 		
Visa No.: _____ Type of Visa: _____ Date of Issue: _____ Issuing Officer: _____ Charges: _____ <i>Applicants applying for single Single Entry Visas are advised to submit their application fourteen(14) business days prior to their date of Travel</i>					
<input type="checkbox"/> Single Entry \$60.00 <input type="checkbox"/> Multiple Entry \$100.00 <b>NO PERSONAL CHECKS / NO CASH</b>			<b>FILL WITH BLACK INK ONLY</b> 1. The form must be completed in block/capital letters and submitted together with two(2) recent passport size photographs.		
<b>1. Personal Information</b>			<b>2. Passport Information</b>		
a. Surname /Last Name			a. Passport Number		b. Date of Issue
b. First Name(s)		d. Middle Name	c. Place of Issue		e. Date of Expiry
c. Previous Name (if applicable)			<b>3. Name and Address of Employer/School (USA)</b>		
e. Date of Birth		f. Place of Birth	a. Profession/Occupation		
g. Nationality		h. Former Nationality (if any)	<b>NOTE:</b> <i>If retired or currently unemployed, please state the address and telephone number of last/previous employer.</i>		
<b>4. Residential Address</b>			b. Street/Mailing Address:		
a. Street/ Mailing Address:			b. Street/Mailing Address:		
b. City:		c. State	d. Zip Code:		
e. Home Phone No.:			c. City		d. State: e. Zip Code:
f. Cell Phone No.:			f. Telephone Number:		
g. Emergency Contact Person: (Full Name)			Your Email Address:		
h. Contact Person's Phone No.		i. Relationship			
Applicant's intended date of travel			Is applicant in possession of roundtrip ticket? _____		
Amount of money Applicant is travelling with			If (yes) Indicate ticket number: _____		
Traveling by: <input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Land					



# Application for Ghana Entry Permit/Visa

Embassy of Ghana Washington DC

Purpose of Journey:

Business    Tourism    Employment    Official    Transit    Student    Other

## 5. Name, Address and Telephone Number of Lodging place/Contact Person/s in Ghana

a. Name of Hotel/Guest House in Ghana		f. Contact Person in Ghana, Name and Address	
b. Street (Mailing address)		g. Street(Mailing address)	
c. City/Town	d. Region	h. City/Town	i. Region
e. Telephone Number		j. Tel. Number:	

## 6. If you select employment, indicate name and address of employer in Ghana

a. Name of Employer		
b. Address/P .O Box:		
c. City/Town	d. Region	e. Telephone Number

7. Duration of stay in Ghana

8. Date of last visit to Ghana

9. For Tourism, list at least two(2) areas of interest, or indicate in writing purpose of journey if you selected Other


Applicant's Signature:

Date of Application:

**For mailing:.. Use Address Below:....**

*Visa Processing Center  
Embassy of Ghana  
3512 International Drive NW  
Washington DC. 20008*