

**EMBASSY OF THE REPUBLIC OF GHANA GUIDELINES FOR VISA APPLICANTS**

**WORKING HOURS:** 10:00 AM – 1:00PM Mondays, Tuesdays, Thursdays and Fridays.

The Visa Section is closed on WEDNESDAYS, and on all PUBLIC HOLIDAYS IN GHANA AND THE FEDERAL REPUBLIC OF GERMANY.

**VISA FEES:** The following fees are payable with effect from 1<sup>st</sup> September 2005.

<b>SINGLE ENTRY (TOURIST/BUSINESS)</b>	<b>€50.00</b>
<b>MULTIPLE ENTRY (3 MONTHS)</b>	<b>€120.00</b>
<b>MULTIPLE ENTRY (6 MONTHS)</b>	<b>€200.00</b>
<b>MULTIPLE ENTRY (12 MONTHS)</b>	<b>€250.00</b>
<b>MULTIPLE TRANSIT EXPRESS VISA</b>	<b>€60.00 VISA FEE + €20</b>

**PROCESSING TIME:**

Visa processing time can take up to ten (10) working days depending on the number of visa applicants.

Emergency visas are processed the same day for collection.

**NOTE: ONLY CASH PAYMENT ALLOWED IN CASE OF EXPRESS VISAS**

**FORM OF PAYMENT:**

Payments should be made by cash. Bank or Post transfers.

By Bank transfer, use Acc. No. given below! Payments should be made 5 to 7 days before handing in the visa application. Please mention the name of the applicant and the type of visa as reference.

Bank: Deutsche Bank, Berlin  
Account number: 0063 5649 00  
BLZ: 100 700 00

**VALIDITY AND RESIDENCE PERIOD:**

A single entry visa for entry into Ghana is valid for three months, i.e. the visa expires if not used to travel within three (3) months from the date of issue. However, the actual period permitted for stay in Ghana shall be endorsed by Ghana Immigration Service at the point of entry into Ghana, usually 60 days.

**SPECIAL NOTE FOR MULTIPLE ENTRY APPLICANTS**

Multiple entry visas endorsed for six (6) months means that the applicant is granted unlimited entries into Ghana within six (6) months of the date of issue of the visa. It does not entitle the applicant to enter and remain in Ghana for 6 months. On each entry into Ghana, the period of permitted stay in Ghana will be endorsed by Ghana Immigration at the point of entry, usually 60 days.

**REQUIREMENTS FOR VISA APPLICANTS**

- Should be of German, Estonian, Polish, Lithuanian and Latvia Nationality or be officially resident in the Federal Republic of Germany
- Should have a valid passport with expiry date at least six (6) months from the date of application for visa
- Should submit – one set of application forms (four (4) copies):

- a) Fully completed in Block Capitals – in English
- b) Four (4) Recent passport size photographs
- c) An international certificate of vaccination for yellow fever
- d) A return ticket or a light confirmation statement from an acknowledged travel agency
- e) A confirmation of the payment of the visa fees
- f) A hotel reservation if it is your only reference in Ghana

**PLEASE NOTE THAT INCOMPLETE FORMS & INCORRECT INFORMATION WILL RENDER YOUR APPLICATION FOR PERMIT/ VISA VOID**

**BUSINESS VISAS**

Should be submitted with a letter from your firm guaranteeing your stay in Ghana and stating the reasons for your visit in English. Two (2) references are required. Please supply the names and addresses of your business associates and their companies as your references in Ghana. A Hotel may be used only as a second reference. The mission reserves the right to demand a letter of guarantee from your business associates in Ghana.

**VISITORS/ TOURIST VISAS**

Names and addresses of two (2) references required, one of which can be the Hotel where you will be lodging. Please provide also a reservation from the hotel where you will be lodging.

**STUDY VISAS**

Should be accompanied by a letter from your college administrator or your professor – stating the reasons for your visit and your financial means whilst in Ghana in English. You should provide a letter of acceptance from the institution to which you will be attached to during your practical training in Ghana. Please use the name and address of the institution in Ghana as your reference.

**EMPLOYMENT VISAS**

Should be submitted with an employment contract and proof of grant of employment quota in Ghana. Two (2) references are required, one of which should be the company or organization you will be working for whilst in Ghana.

**VISAS BY POST – REGISTERED MAIL ONLY**

Visa applications by post will be accepted and processed only if sent by registered mail and all relevant documents are enclosed (see above). **A self addressed stamped envelope should be provided by the applicants if they wish to have their documents sent back by registered mail. Visas by post are not considered as priority** and can take up to ten (10) days to process depending on the number of applicants.

**APPLICATION FORMS CAN BE DOWNLOADED FROM THIS WEBSITE.**