

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, 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))



Application for Ghana Entry Permit/Visa

RUSH SERVICE

Embassy of Ghana Washington DC.

For Official Use Only

Visa No.: _____
 Type of Visa: _____
 Date of Issue: _____
 Issuing Officer: _____
 Charges: _____

Attach recent
 passport size
 photograph here



- ☐ Single Entry Rush \$100.00
☐ Multiple Entry Rush \$200.00
NO PERSONAL CHECKS

FILL WITH BLACK INK ONLY

The form must be completed in block/capital letters and submitted together with two(2) recent passport size photographs.

1. Personal Information

a. Surname /Last Name _____
 b. First Name(s) _____ c. Middle Name _____
 d. Previous Name (if applicable) _____

2. Passport Information

a. Passport Number _____ b. Date of Issue _____
 c. Place of Issue _____ e. Date of Expiry _____

e. Date of Birth _____ f. Place of Birth _____
 g. Nationality _____ h. Former Nationality (if any) _____

3. Name and Address of Employer/School (USA)

a. Profession/Occupation _____

NOTE:
 If retired or currently unemployed, please state the address and telephone number of last/previous employer.

4. Residential Address

a. Street/ Mailing Address: _____
 b. City: _____ c. State _____ d. Zip Code: _____
 e. Home Phone No.: _____
 f. Cell Phone No.: _____
 g. Emergency Contact Person: (Full Name) _____
 h. Contact Person's Phone No. _____ i. Relationship _____

b. Street/Mailing Address: _____
 c. City _____ d. State: _____ e. Zip Code: _____
 f. Telephone Number: _____
 Your Email Address _____

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: ☐ Air ☐ Sea ☐ 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(RUSH SERVICE)
Embassy of Ghana
3512 International Drive NW
Washington DC. 20008