

# Visa Information

Ghana

# Requirements for a Ghanaian Business Visa

## Summary

- Valid Passport
- 2 Passport pictures
- Filled and signed visa application form
- Proof of Travel
- Letter of Invitation
- Copy of Passport of the Local host
- Hotel confirmation
- Proof of Yellow fever Vaccination
- Copy of signature

# Requirements

**Passport:** You must provide your actual signed passport, including one copy of the personal information page of your passport. Your passport must:

- Be valid for the next six months.
- Have at least one blank visa page (amendments and endorsement pages cannot be used to fulfil this requirement).
- It must not be frayed, torn, separated, or altered in any way.

**Photograph:** You must provide two colour, passport-type photographs that meet the following criteria:

- Be taken within the last three months and printed on high-quality photo paper.
- Be taken against an all-white background.
- Be two inches by two inches.
- Provide a full frontal view of your head with your face centred in the middle and displaying a neutral (non-smiling) expression.
- You may wear neither eyeglasses nor headwear except for religious purposes.
- Your photos should not be affixed to your application, and they may not display evidence of adhesive tape or staples.

# Requirements

**Visa Application Form:** One fully completed and signed application form.

**Proof of Travel Arrangements:** proof of travel arrangements for the duration of your trip. Details of your intended arrangements must include:

- Include a copy of an itinerary or e-ticket that displays your round-trip travel and entry and exit dates for your destination.
- Show the traveller's full name (as printed in his or her passport).

**Letter of Invitation:** You must obtain a letter of invitation. The organisation you will be visiting is responsible for providing the invitation. A copy is acceptable. This letter must:

- Be written on company letterhead.
- Include the dates and length of your stay.
- Include your name as printed in your passport.
- Include the full local address and phone number of the organisation or person to be visited.
- Request the same validity of the visa as in the Business Introduction Letter.
- Specify the number of entries you are requesting for your visa.
- Be signed
- Note: The Letter of Invitation must be addressed to the Consulate of Ghana.

# Requirements

**Copy of Local Host Passport:** This must be provided as a copy of the passport information page of the person who signed the letter of invitation. If the invitor is a foreign national a copy of the residence permit or immigration status is also required.

**Hotel Confirmation:** An official hotel confirmation letter is required. The letter must:

- Be on an official hotel letterhead
- Display the full hotel address
- Include the dates of stay
- Display your name as it appears in your passport. If accompanied by other travelers, their names must also appear on the hotel confirmation.
- Be signed by a hotel staff member

**Proof of Yellow Fever Vaccination:** You must provide a copy of your Yellow Fever vaccination certificate.

**Copy of Signature**

# Requirements for Visa on Arrival

**Passport:** Same requirements for passports applicable here

**Process:** The application must be filed by the host in Ghana to the Comptroller-General of the Ghana Immigration Service.

The application must include the following details about the applicant:

- Particulars of their passport
- Country of origin
- Proposed date of arrival
- Duration of Stay
- Purpose of visit (detailed)
- Address of lodging
- Address abroad
- Occupation or profession
- Telephone number – abroad
- Email address