

For Official Use

Visa No.
Type of Visa
Date of Issue
Charges (CHF).....
Signature of Issuing Officer.....



**FIRMLY AFFIX ONE
PHOTOGRAPH HERE!**

Application For Ghana Entry Permit/Visa

EMBASSY OF GHANA, BERN-SWITZERLAND AND AUSTRIA

Before completing this Form, carefully read the instructions at the back.

1. (a) **Surname** **First Name(s)**.....
(Exactly as in Passport) (Exactly as in Passport)
Previous Name (if applicable)
- (b) **Date of Birth** (c) **Place of Birth**
- (d) **Nationality** (e) **Former Nationality** (if any).....
- (f) **Passport No.** (g) **Date of Issue**
- (h) **Place of Issue** (i) **Date of Expiry**
2. **Profession/Occupation**
3. (a) **Business Address & Tel. No.**
(in Switzerland/Austria)
.....
(b) **Residential Address & Tel. No.**
(in Switzerland/Austria)
.....
4. **Proposed Date of Departure for Ghana**
5. (a) **Travelling by:** Air Sea Land
- (b) **Is applicant in possession of return ticket?** **Ticket No.**
- (c) **Financial means at Applicant's disposal** (please state amount)
6. **Purpose of Journey:** Business Tourism Employment Official
7. **Names, Addresses and Phone Numbers of two References in Ghana:**
(i)
.....
(ii)
.....
8. **If for Employment, Name & Address of Employer in Ghana**
9. **Duration of Stay in Ghana**
10. **Date of Last Visit to Ghana**
11. **Applicant's Signature**..... **Date of Application**

REQUIREMENTS FOR GHANA VISA/ENTRY PERMIT

1. **ONE (1)** Visa Application Form is to be completed by each applicant. Children holding their own separate passports must also complete separate Forms.
2. One passport-size photograph of applicant should be firmly glued to the Form at the space provided. A second photograph with applicant's name written at the back should also be attached. (The two photographs must be identical).
3. The completed Form must be submitted (not earlier than three months of intended date of departure) with the following:
 - ➔ Applicant's ORIGINAL Passport, which should be valid for at least SIX MONTHS longer than his/her intended stay in Ghana. The Passport should have at least one empty double page.
 - ➔ A visa fee of:
 - i. CHF 80.00 for each passport for a Single Entry.
 - ii. CHF 150.00 for each passport for Multiple Entries within SIX months; or
 - iii. CHF 180.00 for each passport for Multiple Entries for TWELVE months.
 - ➔ A stamped self-addressed envelope for REGISTERED MAIL:
Postage charge for Swiss citizens: CHF 5.00
Postage charges for Austrian citizens:
 - i. CHF14.60 for one (1) passport
 - ii. CHF15.70 for two (2) passports
 - iii. CHF19.00 for 3-4 passports
- Note:** Payable by Postal Cheque in CHF not EUR. For Austrian citizens, it is advisable to pay to the embassy's address by oversee transfer (Ausland Überweisung). Applicants who want their passports to be returned to them by express Mail may ask for advice from the Post Office and frank their envelopes appropriately.*
- ➔ Attestation from a Travel Agent/Airline stating expected dates of arrival in and departure from Ghana or a copy of the ticket.
- ➔ A letter should accompany application for Business Visa from the sponsoring company.
- ➔ Application for student Visa should be accompanied by evidence of acceptance by the welcoming Institution in Ghana.
- ➔ Non-Swiss and Non-Austrian applicants should attach to their application evidence of residence in Switzerland or Austria, which should be valid for at least SIX MONTHS longer than their intended stay in Ghana.
4. No separate forms are required for children travelling on their parent's passports. However, applicants intending to travel with their children in their passports are advised to indicate this on their Application Forms. Minors' under 18 years intending to travel alone are required to attach a written authorisation by a parent or guardian.

PLEASE NOTE:

- a) *To avoid unnecessary delays or possible rejection of your application, please ensure that all requirements above are fulfilled, and **all** sections of the Form accurately completed.
P.O. Boxes are not accepted*
- b) *The visa Fee is payable either by cash, Inland Postal Order or Oversee Transfer. Cheques are not accepted.*
- c) *The embassy is not liable for any delays, loss or damage of passports, which may occur during the process.*
- d) *Visa application fees are non-refundable.*

For further information please contact us on Tel: +41 31 381 78 52 or Embassy of Ghana, Belpstrasse 11, Postfach, 3001 Bern, Switzerland.