

## **GENERAL INFORMATION ABOUT VISA APPLICATIONS**

1. All visitors to Ghana must be in possession of valid entry visas issued by a Ghana Diplomatic Mission or Consulate abroad or any other visa-issuing authority mandated by the Ghana Government to act on its behalf. EXCEPT ECOWAS nationals and those of other countries with which the Government of Ghana has [specific agreements](#)
2. Persons who enter the country as visitors are not permitted to take up employment even if there happens to be a vacancy on the Immigrant Quota of a prospective employer.
3. All applicants above the age of nine (9) months old coming into or transiting through Ghana are required to have been vaccinated against Yellow Fever at least ten (10) days from the proposed date of travel and where already vaccinated, provide evidence (the certificate).
4. Visas, once issued, must be used within three months from the date of issue. Applicants are advised to plan their trips accordingly.

## **VISA APPLICATION REQUIREMENTS**

5. An applicant will be required to complete and submit an application form in quadruplicate in ENGLISH and in CAPITAL LETTERS for processing.
6. An applicant should
  - be of French/Portuguese nationality or be officially/legally resident in France or Portugal;
  - provide evidence of legal residence in France or Portugal if he/she is non-French or non-Portuguese national;
  - submit a valid passport with expiry date of at least six (6) months from the date of application together with a photocopy of the bio-data page of the passport for the visa;
  - submit an original and a photocopy of a valid international certificate of vaccination against Yellow Fever;

- Applicants under 18 years require a letter of consent from their parent(s)/legal guardian together with a copy of the parents' photo ID;
- Holders of Diplomatic/Service Official Passports are required to submit their applications together with a NOTE VERBAL from their Embassies/Consulates/ International Organization accredited to France and Portugal or from the French/Portuguese Ministry of Foreign Affairs ( if they are in any other institution in France/Portugal)

### **ADDITIONAL INFORMATION ON SPECIFIC VISAS**

7. Applicants are, in addition to the above, required to submit the following, where applicable:

#### **Visitors'/Tourist Visas:**

- i. A letter of invitation from the host(s)/hostess(es) in Ghana indicating, among other things, where the visitor will stay together with a copy of his/her photo ID if Ghanaian;
- ii. Proof of legal residence of the host in Ghana in the event where the host(s) is/are non-Ghanaian citizen(s);
- iii. An attestation from a hotel duly signed and stamped by an authorized personnel/staff confirming the applicant's reservation if he/she will stay in a hotel (**Note: unsigned email communication shall not be accepted**)
- iv. copy of return air ticket

#### **Business Visas:**

- i. A letter written in English from the applicant's firm in France or Portugal stating among other things the reasons for the visit (Ordre de Mission) and an invitation letter from the applicant's Business Associate(s) in Ghana;
- ii. Proof of legal residence of the host in Ghana in the event where the host(s) is/are non-Ghanaian citizen(s);
- iii. An attestation from a hotel duly signed and stamped by an authorized personnel/staff confirming the applicant's reservation if

he/she will stay in a hotel (**Note: unsigned email communication shall not be accepted**)

- iv. copy of return air ticket

**Study Visas:**

- i. A letter of acceptance/admission from an accredited Ghanaian educational institution;
- ii. A letter written in English from the applicant's sponsor/institution in France/Portugal stating the reason for the applicant's visit and his/her financial means whiles in Ghana.

**Employment Visas:**

- i. An employment contract and a proof of grant of Employment Quota in Ghana. Applicants are required to present an original as well as a photocopy of the documents;

**Transit Visas:**

- i. A visa/connecting flight ticket to the country of destination

**PRESS OFFICIALS/FILM CREW:**

- i. In addition to VISA APPLICATION, all foreign correspondents (Press Officials and Journalists/film crew) wishing to visit Ghana to cover an event or shoot a documentary/film etc. are required to complete a PRESS ACCREDITATION FORM. The application for Press Accreditation which should be accompanied by three (3) passport-size photographs will take at least ten (10) working days to process. **Visas would be issued only after the grant of the press accreditation by the relevant Ghanaian Authorities.**

**SPECIAL NOTE ON VALIDITY OF VISAS**

- A single entry visa Visas, once issued, must be used within three months from the date of issue. Applicants are advised to plan their trips accordingly.
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- Three (3), six (6) and twelve (12) months' multiple entry visas have three (3), six (6) and twelve (12) months validity, respectively, from the date of issue. However, the period of permitted stay in Ghana is determined by the Ghana Immigration Service (GIS) at the points of entry.

- In all cases if the holder does not enter Ghana within the period of validity indicated, the visa becomes invalid.
- Visitors may extend their permitted stay in Ghana by applying to the Director of the GIS for consideration.

### **Prohibited Immigrants**

The under-mentioned categories of persons are prohibited immigrants:

- A person of unsound mind
- A person considered to be a security risk
- A person against whom there is a deportation order in force

### **VISA FEES**

DESCRIPTION	Fee (€)
Single Entry Visa	50.00
Multiple Entry Visa(3 months)	100.00
Multiple Entry Visa(6 months)	150.00
Multiple Entry Visa(12 months)	200.00
Fast Track/Emergency Service Visas	Extra 50.00

**NB: APPLICATION FEES, ONCE PAID, ARE NOT REFUNDABLE**

### **PROCESSING TIME**

#### **VISAS**

- Standard/Normal - Three (3) working days
- Fast track/Emergency - Twenty-four (24) working hours

## **METHOD OF PAYMENT**

Payment for passports can be done either by:

- Cash at the Embassy
- “**Mandat Cash**” (applicants in France) and **International coupons** (applicants in Portugal) who send their applications by post; the above can be obtained at Post offices.