



# APPLICATION FOR GHANA ENTRY VISA

EMBASSY OF THE REPUBLIC OF GHANA, BERN-SWITZERLAND AND AUSTRIA  
BOTSCHAFT DER REPUBLIK GHANA, BERN-SCHWEIZ UND ÖSTERREICH

Before completing this Form, carefully read the instructions on the next page  
*Vor dem Ausfüllen lesen Sie sorgfältig die Anweisungen auf der nächsten Seite.*

(BITTE AUF **ENGLISCH** UND MIT GROSSEN BUCHSTABEN)

### For Official Use

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



**Please note:** Four (4) copies of this form should be completed and submitted together with 4 passport photographs (see size in box provided)  
**Bitte beachten Sie:** Vier (4) Kopien dieses Formulars auszufüllen und zusammen mit 4 Passfotos einreichen.

1. (a) **Surname** (Exactly as in Passport) ..... **First Name(s)** (Exactly as in Passport) .....

Name (Genau wie im Reisepass) ..... Vorname(n) (Genau wie im Reisepass) .....

**Previous Name** (if applicable) .....  
Frühere Namen (falls zutreffend) .....

(b) **Date of Birth** ..... (c) **Place of Birth** .....

Geburtsdatum ..... Geburtsort .....

(d) **Nationality** ..... (e) **Former Nationality** (if any) .....

Nationalität ..... Frühere Nationalität (falls zutreffend) .....

(f) **Passport No.** ..... (g) **Date of Issue** .....

Reisepass Nr. .... Datum der Ausstellung .....

(h) **Place of Issue** ..... (i) **Date of Expiry** .....

Ort der Ausstellung ..... Gultig bis .....

2. **Profession/Occupation** .....

Beruf / Tätigkeit .....

3. (a) **Business Address & Tel. No.** (in Switzerland/Austria) .....

Firma Adresse & Tel. Nr (In der Schweiz / Österreich) .....

(b) **Residential Address & Tel. No.** (in Switzerland/Austria) .....

Wohnadresse & Tel. Nr. (In der Schweiz / Österreich) .....

(c) **E-mail Address** ..... @ .....

4. **Proposed Date of Departure for Ghana** .....

Vorgesehenes Datum der Abreise nach Ghana .....

5. (a) **Travelling by:** Air  Sea  Land

Anreise mit: Flugzeug  Schiff  über Land

(b) **Is applicant in possession of return ticket?** ..... **Ticket No.** .....

Ist Antragsteller im Besitz eines Tickets für die Hin-und Rückfahrt? ..... Ticket No .....

(c) **Financial means at Applicant's disposal** (please state amount) .....

Finanzielle Mittel des Antragstellers während des Aufenthalts (bitte Betrag angeben) .....

6. **Purpose of Journey:** Business  Tourism  Employment  Official

Zweck der Reise: Geschäftsreise  Tourismus  Arbeitsaufnahme  offizieller Besuch

7. **Names, street Address and Phone Numbers of two References in Ghana: (P.O. Box addresses are not accepted)**

Namen, Strassen-Adressen und Telefonnummern von zwei Referenzen in Ghana: (Keine Postfachadressen)

(i) .....

.....

(ii) .....

.....

8. **If for Employment, Name & Address of Employer in Ghana** .....

Bei Erwerbstätigkeit, Name & Adresse des Arbeitgebers in Ghana .....

9. **Duration of Stay in Ghana** .....

Dauer des Aufenthalts in Ghana .....

10. **Date of Last Visit to Ghana** .....

Datum des letzten Besuchs in Ghana .....

11. **Place, date of Application** ..... **Applicant's Signature** .....

Ort und Datum ..... Unterschrift des Antragstellers .....

**Checklist, if applicable (copies):** Hotel Booking  Invitation Letter  Flight Ticket  Vaccinations certificate   
*Checkliste, falls zutreffend (Kopien):* Hotelreservierung  Einladungsbrief  Flugschein  Impfpass

## REQUIREMENTS FOR GHANA VISA

**ALL APPLICATIONS FORMS ARE TO BE SUBMITTED IN PERSON OR BY POST TO  
GHANA EMBASSY, POSTFACH 2398, BELPSTRASSE 11, CH3001 BERN.**

1. **FOUR (4)** Visa Application Forms are to be completed by each applicant. Children holding their own separate passports must also complete separate Forms.
2. One passport-size photograph (3.5 x 4.5) of applicant should be firmly affixed to **each copy** of the Form in the box provided. The completed Forms 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 100.00 for each passport for a Single Entry.
    - ii. CHF 140.00 for each passport for Multiple Entries for three (3) months
    - iii. CHF 180.00 for each passport for Multiple Entries for SIX (6) months
    - iv. CHF 240.00 for each passport for Multiple Entries for TWELVE (12) months

### **BANK ACCOUNT DETAILS FOR PAYMENT OF CONSULAR FEES**

With effect from February 2014, all Consular fees/charges can be paid into the following account:

ACCOUNT NAME : Embassy of the Republic of Ghana  
IBAN : CH68 0483 5029 8630 91026  
SWIFT/BIC : CRESCHZZ80A  
BANK : Credit Suisse AG, Bundesplatz 2, 3001 BERN

**DO NOT SEND YOUR APPLICATION FORM TO THE BANK.**

- Please note that an additional three Francs (CHF 3) must be added to the said fees as bank charges.
- Money for postage must not be paid into this account.
- Money paid into this account is non refundable.

### **POSTAGE**

- **Switzerland:** A self-addressed envelope together with CHF 6.00 for registered mail
- **Austria** : A self-addressed envelope and the following amount to cover registered mail charges is to be added
  - i. CHF 10.- for 1-2 passports
  - ii. CHF 13.- for 3-4 passports

**Note:** Applicants who wish their passport to be returned to them by Express Mail are to include the appropriate postal charges (possible within Switzerland only).

- ➔ Copy of Hotel booking (if applicable).
  - ➔ 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.
3. 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' less than 18 years intending to travel alone are required to attach a written authorisation by a parent or guardian.
  4. References: Please state name, street, house number and telephone number, (P.O Box addresses are not accepted)
  5. **Yellow Fever Vaccination:** In accordance with international health regulations, all persons entering Ghana are required to have a valid certificate of Immunization against Yellow Fever not more than ten years before entering Ghana.

### **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.*
- b) *The embassy is not liable for any delays, loss or damage of passports, which may occur during the process.*
- c) *Visa application fees are non-refundable.*

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