

GUIDELINES FOR ACQUISITION OF GHANA ENTRY VISA

HOW TO APPLY

Applicants are required to complete a VISA APPLICATION FORM obtainable online at www.ghc-ca.com under "Consular Matters". The form may also be obtained from the Ghana High Commission, Ottawa or the Consulate General, Toronto.

INSTRUCTIONS : COMPLETING & SUBMITTING APPLICATION

- (i) The Form must be completed in QUADRUPLICATE (**Four copies**) and in **CAPITAL LETTERS** - attach scanned copy of the bio-data page of your passport to only one of the visa forms
- (ii) A **VALID** passport, i.e. at least six (6) months to date of expiration, with at least two (2) fresh pages available, must be submitted for the visa;
- (iii) Four (4) recent and identical colour passport-size photographs (size : Canadian 7x 5 cm or 3.5 x 5.5 cm). Applicants must ensure that the pictures are clear, with plain white background;
- (iv) Full names, physical addresses (**not postal addresses**), email addresses and telephone numbers of two (2) references in Ghana should be stated on the form
- (v) Attach proof of Yellow Fever Immunization, and copy of air ticket/travel itinerary;
- (vi) Attach Canadian resident or work permit, **if not a Canadian citizen**.
- (vii) Business and volunteer visa applicants must provide a letter of invitation and a Ghana Government issued Photo-ID of host or organisation in Ghana inviting you, including Resident Permit and bio-data page of passport of your host in Ghana if he/she is not a Ghanaian.
- (viii) Tourists must provide an invitation letter from the Ghanaian host; or proof of hotel reservation in Ghana
- (ix) Submit application at least five (5) days prior to departure
- (x) Applications submitted by post should include self-addressed return or registered envelopes with tracking number. Passports will be released to another person only if he/she has an authority note from the applicant, and his own ID.

- (xi) Visa Applications for minors (children under 18 yrs) must be accompanied by the application of his/her parent or guardian who must provide a letter of consent from the parent(s) of the child.
- (xii) Unaccompanied minors/minors on school trip or volunteer program must attach letter of consent from parents/legal guardian to their visa application.
- (xiii) **ANY INFORMATION STATED ON THE FORM AND SUBSEQUENTLY FOUND TO BE FALSE CAN LEAD TO REJECTION OF A VISA APPLICATION**

PLEASE NOTE :

CASH is not accepted under any circumstance.

Issuing of visas is based on completion of the Consulate's internal processes

Consular fees for the selected service should be paid in MONEY ORDER or BANKER'S DRAFT ONLY, made payable to "Ghana High Commission".

CONSULAR FEES ARE NOT REFUNDABLE

VISA PROCESSING FEES :

	TYPES OF VISAS	REGULAR SERVICE	EXPRESS SERVICE
A.	SINGLE	CAD 95.00	CAD 150.00
B.	MULTIPLE	CAD 200.00	CAD 250.00
	NOTE	PROCESSING OF REGULAR VISAS TAKES FIVE (5) WORKING DAYS	EXPRESS VISAS ARE PROCESSED IN 48 HOURS

THANK YOU FOR YOUR COOPERATION

GHANA HIGH COMMISSION

1 CLEMOW AVENUE, OTTAWA - ON, K1S 2A9

Tel: 613 - 236 - 0871, FAX: 613 - 236 - 0874

Email: ghanacom@ghc-ca.com, WEBSITE: www.ghc-ca.com

CONSULATE GENERAL OF GHANA - TORONTO

4665 YONGE STREET - SUITE 205, NORTH YORK - ON, M2N 0B4

Tel: 416 - 848 - 1014-6 Fax : 416 - 848 - 1017

Email : ghanaconsulate@rogers.com www.ghc-ca.com

FOR OFFICIAL USE

Visa No. _____

Type of Visa _____

Date of Issue _____

Charges _____

Issuing Officer _____

Please check applicable box

	NORMAL	EXPRESS
Single Entry - <input type="checkbox"/> CDN \$95.00	<input type="checkbox"/> \$150.00	
Multiple Entries - <input type="checkbox"/> CDN \$200.00	<input type="checkbox"/> \$250.00	
PAYMENT SHOULD BE MADE TO THE GHANA HIGH COMMISSION ONLY BY BANKER'S DRAFT OR MONEY ORDER.		
CONSULAR FEES PAID ARE NOT REFUNDABLE		

AFFIX
PHOTOGRAPH
HERE

APPLICATION FOR GHANA ENTRY PERMIT/VISA

GHANA HIGH COMMISSION, 1 CLEMOW AVENUE, OTTAWA, ON, K1S 2A9.

TEL: 6132360871, FAX: 6132360874, EMAIL: ghanacom@ghc-ca.com, WEBSITE: www.ghc-ca.com

CONSULATE GENERAL OF GHANA-TORONTO, 4665 YONGE STREET-SUITE 205, NORTH YORK, ON, M2N 0B4.

TEL: 4168481014-6, Fax : 4168481017, EMAIL: ghanaconsulate@rogers.com

INSTRUCTIONS (also see attached guidelines)

- This form must be completed in quadruplicate (4 copies) in CAPITAL letters and submitted together with a valid passport, four (4) recent and identical colour passport-sized pictures, letter of invitation with a Ghana government issued photo ID of the host or for non-Ghanaians, a valid Residence Permit and bio-data page of the host passport, proof of yellow fever immunization, photocopy of travel itinerary, and proof of residence permit (for non-Canadian passport holders). Please note that you may be asked to provide additional documentation. Applications for Business Visas should be supported by an invitation from counterpart in Ghana and a letter of guarantee from the sponsor of the trip. Parent's consent note required for applicants under 18 years at time of application.
- Fully-completed and signed application, together with all the required attachments and Banker's Draft or Money Order, should be submitted before the intended date of departure bearing in mind the visa processing durations for normal or express applications and completion of internal consular processes.
- Full names, physical addresses, email addresses and telephone numbers of references in Ghana should be clearly stated.
- Any information stated on this form subsequently found to be incorrect may lead to visa application rejection.
- Applications by post should be accompanied by self-addressed stamped envelopes.

- Surname _____ First Name (s) _____
 - Sex: Male Female (c) Previous Names (if applicable) _____
 - Date of Birth (DD-MM-YYYY) _____ (e) Place of Birth _____
 - Nationality _____ (g) Former/Other Nationality (if any) _____
- Passport Number _____ (b) Date of Issue (DD-MM-YYYY) _____
 - Place of Issue _____ (d) Date of Expiry (DD-MM-YYYY) _____
- Profession/Occupation _____ (b) Mobile Phone Number _____
- Name, Address of Business/School in Canada _____ (b) Tel. No. _____
- Residential Address in Canada _____ (b) Tel. No. _____
- Departure date _____ (b) Return date _____ (c) Duration of Stay _____
- Means of Travel: Air Sea Land (b) Return Ticket No. _____ (c) Amount of money travelling with _____
- Purpose of Journey: Business Tourism Employment Official Volunteer Other (indicate) _____
- Name, Physical Address, Telephone number and Email of TWO References in Ghana (if for employment, provide details of Employer)
 - Name _____ Tel. No. _____
Address _____ Email _____
 - Name _____ Tel. No. _____
Address _____ Email _____
- For Applicants under 18 years of age : Name, Nationality, Telephone number of parents

- Date of last visit to Ghana (DD-MM-YYYY) _____
- Have you ever been deported from Ghana or refused a Ghana visa? No Yes Date (DD-MM-YYYY) _____
- Have you ever been charged with a criminal offence? No Yes Date (DD-MM-YYYY) _____
- Applicant's Signature _____ (b) Date of Application (DD-MM-YYYY) _____

CONSENT LETTER FOR CHILD / CHILDREN TRAVELLING TO GHANA

**TO : THE CONSULAR OFFICER
GHANA HIGH COMMISSION - OTTAWA
GHANA CONSULATE GENERAL – TORONTO**

I, We, _____ / _____, the
Parents / Father / Mother / Sole Parent / Legal Guardian / Authorized person with
custody rights over: (Name & Age of child)

- i) _____
- ii) _____
- iii) _____
- iv) _____

hereby give my/our consent for the above-mentioned Child/Children to travel to
Ghana with _____ who is my/our child's Mother/
Father/Guardian/ Other _____ (specify other relationship).

Date of Departure from Canada : _____

Date of Return To Canada : _____

ATTACHMENTS :

- Copy of Consenting Parent/Parents' ID
- Copy of Child's Birth Certificate
- Copy of ID of Person Travelling with the Child/Children

Any question regarding this letter can be clarified with the consenting
Parent(s)/Guardian at the following coordinates:-

Name & Signature (Father) _____

Name & Signature (Mother) _____

Address _____

Tel No. i) _____ ii) _____

Date _____

CHECKLIST FOR SUBMISSION OF GHANA ENTRY VISA APPLICATION

- FOUR (4) COPIES OF COMPLETED AND SIGNED VISA APPLICATION FORMS (SEE GUIDELINES)
- FOUR (4) RECENT AND IDENTICAL COLOUR PASSPORT-SIZE PHOTOS – ONE (1) PASTED OR STAPLED IN DESIGNATED PLACE ON EACH APPLICATION FORM
- COPY OF THE BIO-DATA PAGE OF PASSPORT
- MONEY ORDER OR BANKER'S DRAFT, PAYABLE TO "GHANA HIGH COMMISSION"
- A VALID PASSPORT FOR AT LEAST SIX (6) MONTHS TO DATE OF EXPIRATION, WITH AT LEAST TWO (2) FRESH PAGES EMPTY
- PROOF OF YELLOW FEVER IMMUNIZATION
- COPY OF AIR TICKET/TRAVEL ITINERARY
- CANADIAN RESIDENT OR WORK PERMIT, IF NOT A CANADIAN CITIZEN
- FOR BUSINESS AND VOLUNTEER VISA APPLICANTS:
 - LETTER OF INVITATION AND A GHANA GOVERNMENT ISSUED PHOTO-ID OF HOST OR ORGANIZATION IN GHANA
 - RESIDENT PERMIT AND BIO-DATA PAGE OF PASSPORT OF HOST IN GHANA, IF HOST IS NOT A GHANAIAN.
- FOR TOURISTS:
 - LETTER OF INVITATION FROM GHANAIAN HOST;
 - **OR** PROOF OF HOTEL RESERVATION IN GHANA
- APPLICATIONS SUBMITTED BY POST SHOULD INCLUDE A RETURN SELF-ADDRESSED OR REGISTERED ENVELOPE WITH TRACKING NUMBER
PASSPORTS WILL BE RELEASED TO ANOTHER PERSON ONLY IF HE/SHE HAS AN AUTHORITY NOTE FROM THE APPLICANT, INCLUDING HIS OWN ID.
- COMPLETED LETTER OF CONSENT BY PARENT(S) INCLUDING A PHOTO ID FOR CHILDREN UNDER 18 YEARS
- LETTER OF CONSENT FROM PARENTS/LEGAL GUARDIAN INCLUDING A PHOTO ID FOR UNACCOMPANIED MINORS/MINORS ON SCHOOL TRIP OR VOLUNTEER PROGRAM.

THANK YOU FOR YOUR COOPERATION

GHANA HIGH COMMISSION

1 CLEMOW AVENUE, OTTAWA - ON, K1S 2A9

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