

## VISA CHECK LIST

- 1a. Applicants **MUST** complete the Correct visa Application Form (Ghana Embassy - Washington DC visa application form). The application form is available at the Embassy's website: [www.ghanaembassydc.org](http://www.ghanaembassydc.org).
- 1b. Applicant must include his/her actual/original passport or Travel Document
2. Full Name on Application **MUST** match the Name in the Passport
3. Passport /Travel Document must be at least six (6) months Valid, with available visa Page/space
4. **Include 1 Original Passport Size photograph, NOT PHOTOCOPIES.**  
They must be formal, have a white clear background (Size: 2x2)
5. Provide two (2) Contact Persons/places in Ghana /Indicate if Hotel/Guest House etc.  
**(Applicant MUST indicate the full name, complete address and tel. no/s)** If you are transiting, you must provide your destination address, name of contact person, and tel. No.
- 6a. **Attach** helpful supporting document/s relating to your purpose of journey; e.g. for Business, attach a **Business Invitation letter from Ghana and an Introductory letter from your Employer**; For schooling, include a copy of your **Admission letter** from the school you will be attending in Ghana & your current institution/school in the US;  
**for Employment**, add a copy of your Employment letter; & for Official purposes, attach all pertinent documentation in that regard. **All letters must be signed by the authors, and be on letterheads.**
- 6b. Volunteers/interns must provide pertinent document/s from Ghana as well as from the institutions/organizations of their respective countries to support their claims. They **MUST** include for e.g. invitation letters from the institutions they will be volunteering for, as well as introductory letters from their own respective institutions/affiliations of their home countries.
- 6c. **Tourists must provide the following:** photocopy of applicant's bank statement; photocopy of proof of hotel reservations; Provide possible sightseeing places you will be visiting in Ghana. Please do not carry over \$10,000 into the country without declaring it.
- 6d. For **Fiancée visas**, applicants must include the biodata page of the passport of the partner in Ghana, a copy of voter ID, complete address and telephone number
7. Provide complete Residential Addresses and Tel. No/s in the USA where required.  
**(If you are not a US citizen, provide the address in the country you live in)**
8. Name of Employer (company/org)/School; full Address and Tel. Number
9. Clearly/legibly write your email address at the bottom of the visa application form
- 10a. Applicants **MUST** Include the required Processing Fee/s
- 10b. Payment must be made on the Embassy Website with a debit or credit card
- 10c. Personal checks, cashiers checks and money orders are not accepted
- 10d. **Processing fees are non-refundable**
- 11a. Application must be typed/completed in Black Ink. (If possible in BLOCK letters).
- 12b. Applicants must answer all questions on the form leaving no question unanswered.  
The Visa Application Form **MUST be Signed and Dated**
13. **Non-US passport holders** must provide proof of US residency permits to qualify for a Ghana visa in the US (Photocopies)
14. **Pertinent Requirements for Minors/Under 18 Years of Age:**
  - Letter/s of Consent signed by both Parents
  - Photocopy/ies of Birth Certificate/s (The Embassy will not be responsible for original birth certificate/s if you send original/s instead of copies)
  - Photocopies of both Parents' Photo IDs (to Support the Child's application)
  - (In single parent situations, attach proof of documentation to that effect (legal document/s) )
15. Pay for return postage : [www.ghanapv.org/postage](http://www.ghanapv.org/postage)