

Please check applicable box		
FEES ARE IN CANADIAN DOLLARS	NORMAL	EXPRESS
Single Entry	- <input type="checkbox"/> \$100.00	<input type="checkbox"/> \$150.00
Multiple Entries (6 Months)	- <input type="checkbox"/> \$210.00	<input type="checkbox"/> \$250.00
Multiple Entries (1 Year)	- <input type="checkbox"/> \$260.00	<input type="checkbox"/> \$310.00
Multiple Entries (2 Years)	- <input type="checkbox"/> \$300.00	<input type="checkbox"/> \$350.00
Transit Single Entry (2 Days)	- <input type="checkbox"/> \$60.00	<input type="checkbox"/> \$110.00
Transit Multiple Entries (3 Months)	- <input type="checkbox"/> \$150.00	<input type="checkbox"/> \$200.00

PAYMENT SHOULD BE
MADE ONLY BY BANKER'S
DRAFT OR MONEY ORDER
PAYABLE TO:
**GHANA HIGH
COMMISSION**

FEES PAID ARE NOT
REFUNDABLE

**AFFIX
PHOTOGRAPH
HERE**

35mm x 45mm

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 duplicate (2 copies) in ENGLISH and in CAPITAL letters and submitted together with a valid passport, two (2) 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. Parents' consent note required for applicants under 18 years at time of application.
- Fully-completed and signed application, together with all the required attachments and payment 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, addresses (house number, street name, town/district, Region), 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 include a prepaid self-addressed courier (Express Post, Fedex, UPS, Purolator, DHL, etc) envelope.

- (a) Surname _____ First /Other Name(s) _____
(b) Previous Names (if applicable) _____
(c) Sex: Male Female (d) Marital Status: Married Single Divorced Other
(e) Date of Birth (DD-MM-YYYY) _____ (f) Place of Birth _____
(g) Nationality _____ (h) Former/Other Nationality (if any) _____
- (a) Passport Number _____ (b) Date of Issue (DD-MM-YYYY) _____
(c) Place of Issue _____ (d) Date of Expiry (DD-MM-YYYY) _____
- (a) Current Profession/Occupation _____
(b) Mobile Phone Number _____ (c) Email Address _____
- (a) Name, Address of Business/School in Canada _____
(b) Telephone No. _____
- (a) Residential Address in Canada _____
(b) Telephone No. _____
- (a) Departure date _____ (b) Return date _____ (c) Duration of Stay _____
- (a) Means of Travel: Air Sea Land (b) Return Ticket Number _____
(c) Amount of money travelling with _____
- (a) Purpose of Journey: Business Tourism Employment Official Volunteer
Other (indicate) _____
- Date of last visit to Ghana (DD-MM-YYYY) _____

PLEASE CONTINUE ON NEXT PAGE

10. Name, Address (House number, Street name, Town/District, Region), Telephone number and Email of TWO References in Ghana (if for employment, provide details of Employer)

(a) Name _____
 Address _____
 Telephone No. _____ Email _____

(b) Name _____
 Address _____
 Telephone No. _____ Email _____

11. For Applicants under 18 years of age : Name, Nationality, Telephone number of parents

(a) Names of Parents _____
 (b) Nationalities _____
 (c) Telephone Number(s) _____

12. Have you ever been deported from Ghana or refused a Ghana visa? No Yes Date (DD-MM-YYYY) _____

13. Have you ever been charged with a criminal offence? No Yes Date (DD-MM-YYYY) _____

14. Where should your passport be returned after processing? _____

15. (a) Applicant's Signature _____ (b) Date of Application (DD-MM-YYYY) _____

CHECKLIST OF DOCUMENTS TO BE ATTACHED: Please tick as appropriate

- Proof of payment
- Passport valid for at least six (6) months to date of expiration, with at least two (2) fresh/empty pages
- Two (2) fully completed Application for Ghana Entry/Permit Visa form
- Two (2) recent identical colour passport sized pictures.....
- Copy of biodata page of passport
- Proof of yellow fever immunization
- Copy of full flight itinerary.....
- Invitation letter or hotel reservation from host in Ghana.....
- Copy of Ghana government issued photo ID of host in Ghana
- * Copy of passport biodata page of non-Ghanaian host residing in Ghana
- * Copy of residence permit of non-Ghanaian host residing in Ghana
- Prepaid self-addressed courier envelope
- Others. Please indicate
- For minors (children under 18 years of age at the time of applying for the visa)**
- Birth certificate
- Letter of consent signed by both parents or legal guardians. *Single parent should provide court documents authorizing custody of the child.*
- Copy of biodata page of parents/legal guardians

**PLEASE COMPLETE ALL PARTS ON THE APPLICATION FORM AND ATTACH THE NECESSARY DOCUMENTS AS YOU HAVE TICKED
 INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED OR MAY RESULT IN VISA DENIAL**

FOR OFFICIAL USE ONLY

Visa No. Date of Issue

Type of Visa Charges

Issuing Officer

GUIDELINES FOR COMPLETING THE APPLICATION

FOR GHANA ENTRY PERMIT/VISA FORM

VISA PROCESSING TIME:

- EXPRESS – TWO (2) WORKING DAYS;
- NORMAL – FIVE (5) WORKING DAYS.

Visa processing starts only when the fully completed visa application form together with the applicant's passport, proof of payment and all the required attachments have been received and validated.

Visas MAY only be issued after the completion of the Mission's internal consular processes.

INSTRUCTIONS FOR COMPLETING & SUBMITTING APPLICATION

- (i) The Visa Application Form (Form) must be completed in **DUPLICATE (Two copies)**.
- (ii) The Form must be completed in **ENGLISH** and in **CAPITAL** letters.
- (iii) Attach a scanned copy of the bio-data page of passport to only one of the visa forms. ***NB: Phone-snapped attachments are unacceptable and WILL be rejected.***
- (iv) A passport that is valid for at least six (6) months to date of expiration and with at least two (2) fresh pages available, must be submitted for the visa;
- (v) Two (2) recent and identical colour passport-size photographs (size : 35 x 45 mm). Pictures must be taken full face on a clear and plain, preferably white, background without dark glasses or a hat;
- (vi) The Surname and Other/Given names should be exactly as they appear in the applicant's passport;
- (vii) Full names, addresses** (**not postal addresses**), **email addresses** and telephone numbers of two (2) references in Ghana should be stated on the form. ***Failure to fully complete this part could lead to delays in processing the visa;***
** **Address** should include the house number, street name, town/district, city, and region. *For example: House number 1/2/3, Farrar Link, Asokwa, Ashanti Region.*
- (viii) **Attach proof of Yellow Fever Immunization;** *THE WORLD HEALTH ORGANIZATION (WHO) HAS ADOPTED THAT THE CERTIFICATE OF VACCINATION AGAINST YELLOW FEVER IS VALID FOR THE LIFE OF THE PERSON VACCINATED, BEGINNING 10 DAYS AFTER THE DATE OF VACCINATION. THIS LIFETIME VALIDITY APPLIES AUTOMATICALLY TO ALL EXISTING AND NEW CERTIFICATES. Source: WHO.*
- (ix) Attach a copy of full travel itinerary;
- (x) Attach Canadian resident or work permit, **if not a Canadian citizen.**
- (xi) Business and volunteer visa applicants must provide a letter of invitation and a Ghana Government issued photo-ID of host in Ghana. Non-Ghanaian hosts should also include a valid Resident Permit and bio-data page of passport;
- (xii) Tourists must provide an invitation letter from the Ghanaian host and a Ghana Government issued photo-ID. Non-Ghanaian host(s) should include copy of Resident Permit and bio-data page of passport;
- (xiii) Applicants providing hotel reservation in lieu of letter of invitation from a host in Ghana should ensure that the reservation covers the applicant's duration of stay in Ghana. The reservation should clearly indicate the address and telephone number of the hotel and should also be endorsed by the manager or authorised person together with a Ghana government-issued photo id. ***Please note that applications with hotel reservations are endorsed for a maximum of thirty (30) days.***

- (xiv) Submit application at least five (5) days prior to your intended date of departure;
- (xv) Applications submitted by post should include a self-addressed return or registered envelope with tracking number.
- (xvi) Passports will be released to another person only if he/she has an authority note from the applicant. A valid photo ID of the person collecting the passport on behalf of the Applicant will be required.
- (xvii) Visa Applications for minors (**children under 18 years**) must include a copy of the minor's birth certificate and a letter of consent from the parents/legal guardians of the child.
- (xviii) Unaccompanied minors/minors on school trip or volunteer program must attach letter of consent from parents/legal guardian to their visa application.
- (xix) **ANY INFORMATION STATED ON THE FORM AND SUBSEQUENTLY FOUND TO BE FALSE CAN LEAD TO THE REJECTION OF THE VISA APPLICATION.**

PLEASE NOTE:

CONSULAR FEES PAID ARE NOT REFUNDABLE

- Consular fees for the selected service should be paid in **MONEY ORDER** or **BANKER'S DRAFT ONLY**, made payable to "GHANA HIGH COMMISSION"
- **CASH** is not accepted under any circumstance.

VISA PROCESSING FEES:

PLEASE REFER TO CURRENT RATES AND FEES ON THE VISA APPLICATION FORM.

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

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