



Application Guidelines

How to Apply

You can apply for the visa by post or in person. Application forms must be completed in English (CAPITAL LETTERS) and quadruplicate (4 sets) signed same as in your passport and dated. The completed forms must be submitted with the following:

- A valid Passport for at least six (6) months from the date of application
- Four (4) recent Passport size photographs (3.5cmx4.5cm colour photographs with plain white background)
- A return air ticket or Flight Confirmation Statement
- A copy of an International Certificate of Vaccination for Yellow Fever
- It takes a minimum of ten (10) working days to process the visa application whilst express visa application takes a minimum of three (3) working days.

You must ensure that you submit all the required documents. Submitting incomplete application may delay the processing of your application or, in some cases, result in its rejection.

You must present the original receipt during the collection of the passport. Application by post must be enclosed with a Self-Addressed Pre-paid Envelope, or courier service for the return of your passport.

Please do not submit this to the Embassy

Visa Type and Requirements

Tourism / Visit	Business	Official	Studies / Voluntary/ Internship	Research / Work	Media
<p>1. Original Passport</p> <p>2. <u>Duly Completed</u> Visa Application Form</p> <p>3. Where hotels are used as ‘References’, copy of hotel bookings must be submitted.</p> <p>4. Four (4) recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>5. *Parental Consent Form (for persons less than 18years of age + Copy of Parent’s ID)</p> <p>6. Copy of Vaccination Card</p> <p>7. Receipt of payment of fees</p> <p>NB:</p> <p>8. Nationals of another country outside the Nordic Region must add a copy of their <u>residence permit</u>.</p>	<p>1. Original Passport</p> <p>2. <u>Duly Completed</u> Visa Application Form</p> <p>3. Where hotels are used as ‘References’, copy of hotel bookings must be submitted.</p> <p>4. Four (4) recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>5. Invitation Letter from Business partners in Ghana.</p> <p>6. Letter of Guarantee from applicant’s current company/ sponsor.</p> <p>7. Copy of Vaccination Card</p> <p>8. Receipt of payment of fees</p> <p>NB:</p> <p>9. Nationals of another country outside the Nordic Region must add a copy of their <u>residence permit</u>.</p>	<p>1. Original Passport</p> <p>2. <u>Duly Completed</u> Visa Application Form</p> <p>3. Where hotels are used as ‘References’, copy of hotel bookings must be submitted.</p> <p>4. Four (4) recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>5. Note Verbale</p> <p>6. Copy of Vaccination Card</p> <p>7. Receipt of payment of fees</p> <p>NB:</p> <p>8. Nationals of another country outside the Nordic Region must add a copy of their <u>residence permit</u>.</p>	<p>1. Original Passport</p> <p>2. <u>Duly Completed</u> Visa Application Form</p> <p>3. Where hotels are used as ‘References’, copy of hotel bookings must be submitted.</p> <p>4. Four (4) recent Passport size photographs (3.5cm x 4.5cm) colour photographs with plain white background</p> <p>5. Copy of Admission Letter from Ghana</p> <p>6. Letter of Introduction from Applicant’s school.</p> <p>7. *Parental Consent Form (for persons less than 18years of age + Copy of Parent’s ID)</p> <p>8. Copy of Vaccination Card</p> <p>9. Receipt of payment of fees</p> <p>NB:</p> <p>10. Nationals of another country outside the Nordic Region must add a copy of their <u>residence permit</u>.</p>	<p>1. Original Passport</p> <p>2. <u>Duly Completed</u> Visa Application Form</p> <p>3. Where hotels are used as ‘References’, copy of hotel bookings must be submitted.</p> <p>4. Four (4) recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>5. Copy of Ethical Approval granted from Ghana to conduct a Research / Media coverage.</p> <p>6. Copy of Vaccination Card</p> <p>7. Receipt of payment of fees</p> <p>NB:</p> <p>8. Nationals of another country outside the Nordic Region must add a copy of their <u>residence permit</u>.</p>	<p>1. Original Passport</p> <p>2. <u>Duly Completed</u> Visa Application Form</p> <p>3. Where hotels are used as ‘References’, copy of hotel bookings must be submitted.</p> <p>4. Four (4) recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>5. Copy of Press Accreditation approved from Ghana.</p> <p>6. Copy of Vaccination Card</p> <p>7. Receipt of payment of fees</p> <p>NB:</p> <p>8. Nationals of another country outside the Nordic Region must add a copy of their <u>residence permit</u>.</p>

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Visa Application Fees and Codes

Standard Fees

A = Standard Fee (Cash payment & Self or Courier Pick-ups)

B = Standard Fee + Bank Transfer Charges + Postage for 1passport

Note: Please **indicate** the appropriate **fee code** example **A1, B3**, etc. on your application form as well as your bank transfer message.

Standard Application Fees (**10 working day processing time**)

Standard Fees			External Charges			Standard Fees + External Charges	Processing Time
Service	Type	Duration	Standard Fees (DKK)	Bank Transfer charges (DKK)	Postage Fee for 1passport (DKK)	Application Fee + Bank Fee + Postage Fee (DKK)	
VISAS	Single Entry	30 Days	(A1) 600	50	130	(B1) 780	10 working days
	Multiple Entry	3 Months	(A2) 850	50	130	(B2) 1030	
	Multiple Entry	6 Months	(A3) 1250	50	130	(B3) 1430	
	Multiple Entry	1 Year	(A4) 1600	50	130	(B4) 1780	

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Express Fees

C = Standard Fee + Express (Cash payment & Self or Courier Pick-ups)

D = Standard Fee + Express + Bank Transfer Charges + Postage for 1Passport

Note: Please **indicate** the appropriate **fee code** example **C2, D1**, etc. on your application form as well as your bank transfer message.

Express Application Fees (3 working day processing time)

Express Fees			External Charges			Express Fees + External Charges	
Service	Type	Duration	Express Fees (DKK)	Bank Transfer charges (DKK)	Postage Fee for 1passport (DKK)	Express Fee + Bank Fee + Postage Fee (DKK)	Processing Time
VISAS	Single Entry	30 Days	(C1) 1100	50	130	(D1) 1280	3 working days
	Multiple Entry	3 Months	(C2) 1350	50	130	(D2) 1530	
	Multiple Entry	6 Months	(C3) 1750	50	130	(D3) 1930	
	Multiple Entry	1 Year	(C4) 2100	50	130	(D4) 2280	

Processing Time

The processing time for Standard Visas application is 10 working days whilst Express application takes 3 working days starting from the date applicant meet all necessary requirements needed for his/her application. This presuppose that applicants whom for some reason submits an **Incomplete** application would have their processing time longer than required.

Please note that **Incomplete** application would not be processed until the applicant meets all necessary requirements. Applicants are therefore advised to take note of the **Visa Type and Requirements** above and apply ahead of time in order to avoid any unforeseen eventualities.

Due to the increase in the number of Visa applications, the Embassy will NOT be in the position to contact applicants who fails to meet all requirements of the application via telephone. You are therefore advised to provide a valid EMAIL ADDRESS for any further communication regarding your application.

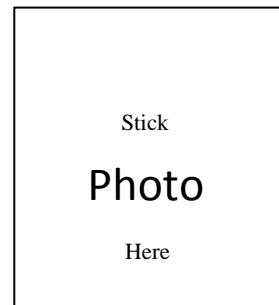
Please do not submit this to the Embassy



EMBASSY OF GHANA
 EGEBJERG ALLÉ 13, DK-2900 HELLERUP
 TEL NO. +45 39 62 82 22 FAX NO. +45 39 62 16 52

For Official Use

Visa No: _____
 Type of Visa: _____
 Date of Issue: _____
 Endorsed for: _____
 Charges: _____
 Signature of Issuing Officer: _____



Instructions (also see attached guidelines)

- This form must be completed in quadruplicate (4 copies) and in capital (block) letters and submitted together with 4 recent identical passport-size pictures and the appropriate visa fee at least fifteen (15) days before intended date of departure.
- Full names and addresses, including telephone numbers of references in Ghana should be stated.
- Any information subsequently found to be incorrect on this form may render the Entry Permit/Visa void.
- Applications by post should be accompanied by self-addressed stamped envelopes, international stamp coupons or DKK 1 0 0.00 for return registered postage.
- 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.
- All consular and visa fees can be paid into Danske Bank Swift DABADKKK – DK 3530003109114847. Applicants must pay all charges both domestic and foreign.
- FOREIGN CHEQUES DRAWN ON DANSKE BANK ATTRACT A BANK CHARGE. CONTACT THE BANK FOR CURRENT RATE.*

**Please Indicate
Fee Code ***



(*) **Mandatory fields** **Every field is mandatory: Applicants will be requested to re-submit new applications for wrong information and Blank Spaces.**

Section 1

a) Surname:*	b) First Name(s):*
c) Previous Name (if applicable):	d) Nationality:*
e) Date & Place of Birth:*	f) Email:*

Section 2

a) Passport No.:	b) Date of Issue: (dd-mmm-yyyy)	c) Date of Expiry: (dd-mmm-yyyy)
d) Place of Issue:	e) Former Nationality (if any):	

Section 3

a) Profession/Occupation :	b) Workplace/School Address *	c) Tel. No.:
d) Country of Current residence:*	e) Residential Address:*	f) Tel. No.:

Section 4

a) Intended date of travel to Ghana: (dd-mmm-yyyy)	b) Means of Travel: Air <input type="checkbox"/> Sea <input type="checkbox"/> Land <input type="checkbox"/>	c) Financial Means at Applicant's Disposal:
d) Is applicant in possession of a return ticket? Yes <input type="checkbox"/> No <input type="checkbox"/>	e) If Yes, provide Ticket No.:	f) Date of Last Visit to Ghana: (dd-mmm-yyyy)
g) Purpose of Journey*		
h) Type of Visa: i) Single Entry Visa <input type="checkbox"/> ii) Multiple Entry Visa <input type="checkbox"/>		iii) Duration of Stay in Ghana*.
If Multiple please indicate how long:		

Section 5

1st Reference in Ghana a) Full Name: *	b) House Number / Street Address: * Example: B234/18 Dome-Accra OR: Abele Street 5, Dansoman - Accra	d) Tel No.:
	c) P.O. Box Address: * Example: P.O.Box DS 234 Dansoman - Accra	
2nd Reference in Ghana a) Full Name: *	b) House Number / Street Address: * Example: B234/18 Dome-Accra OR: Abele Street 5, Dansoman - Accra	d) Tel No.:
	c) P.O. Box Address: * Example: P.O.Box DS 234 Dansoman - Accra	

Section 6. Please fill this section if sharing a passport, and traveling together.

Accompanied by: Name: _____
 Date of Birth: _____ (dd-mmm-yyyy)
 Signature: * _____ Date: * _____ (dd-mmm-yyyy)

Please note that UNSIGNED visa application forms will be considered as INCOMPLETE and will cause the application to be REJECTED.

(*) Applicants transferring money should be aware of current bank charges. Contact bank for more information.

✓ Check List	
<input type="checkbox"/>	1. Original Passport
<input type="checkbox"/>	2. 4 completed application forms
<input type="checkbox"/>	3. 4 recent passport pictures
<input type="checkbox"/>	4. Self Addressed Envelop
<input type="checkbox"/>	5. Receipt of Payment (Visa fee) Ⓣ
Business Visa applicant should include:	
<input type="checkbox"/>	6. Invitation Letter
<input type="checkbox"/>	7. Guarantee/Introduction Letter