



# Application Guidelines

---

## How to Apply

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

- A valid Passport for at least six (6) months from the date of application
- **One (1)** 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><i>New:</i> <b>2. One (1)</b> <u>Duly Completed Visa Application Form</u></p> <p>3. Where hotels are used as 'References', copy of hotel bookings must be submitted.</p> <p>4. A flight ticket reservation.</p> <p><i>New:</i> <b>5. One (1)</b> recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>6. *Parental Consent Form (for persons less than 18years of age + Copy of Parent's ID)  <i>(click to download)</i></p> <p>7. Copy of Vaccination Card</p> <p>8. Receipt of payment of fees</p> <p><b>NB:</b></p> <p>9. Nationals of another country outside the Nordic Region must add a copy of their <b>residence permit</b>.</p>	<p>1. Original Passport</p> <p><i>New:</i> <b>2. One (1)</b> <u>Duly Completed Visa Application Form</u></p> <p>3. Where hotels are used as 'References', copy of hotel bookings must be submitted.</p> <p>4. A flight ticket reservation.</p> <p><i>New:</i> <b>5. One (1)</b> recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>6. Invitation Letter from Business partners in Ghana.</p> <p>7. Letter of Guarantee from applicant's current company/ sponsor.</p> <p>8. Copy of Vaccination Card</p> <p>9. Receipt of payment of fees</p> <p><b>NB:</b></p> <p>10. Nationals of another country outside the Nordic Region must add a copy of their <b>residence permit</b>.</p>	<p>1. Original Passport</p> <p><i>New:</i> <b>2. One (1)</b> <u>Duly Completed Visa Application Form</u></p> <p>3. Where hotels are used as 'References', copy of hotel bookings must be submitted.</p> <p>4. A flight ticket reservation.</p> <p><i>New:</i> <b>5. One (1)</b> recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>6. Note Verbale</p> <p>7. Copy of Vaccination Card</p> <p>8. Receipt of payment of fees</p> <p><b>NB:</b></p> <p>9. Nationals of another country outside the Nordic Region must add a copy of their <b>residence permit</b>.</p>	<p>1. Original Passport</p> <p><i>New:</i> <b>2. One (1)</b> <u>Duly Completed Visa Application Form</u></p> <p>3. Where hotels are used as 'References', copy of hotel bookings must be submitted.</p> <p>4. A flight ticket reservation.</p> <p><i>New:</i> <b>5. One (1)</b> recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>6. Copy of Admission Letter from Ghana</p> <p>7. Letter of Introduction from Applicant's school.</p> <p>8. *Parental Consent Form (for persons less than 18years of age + Copy of Parent's ID)  <i>(click to download)</i></p> <p>9. Copy of Vaccination Card</p> <p>11. Receipt of payment of fees</p> <p><b>NB:</b></p> <p>12. Nationals of another country outside the Nordic Region must add a copy of their <b>residence permit</b>.</p>	<p>1. Original Passport</p> <p><i>New:</i> <b>2. One (1)</b> <u>Duly Completed Visa Application Form</u></p> <p>3. Where hotels are used as 'References', copy of hotel bookings must be submitted.</p> <p>4. A flight ticket reservation.</p> <p><i>New:</i> <b>5. One (1)</b> recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>6. Copy of Ethical Approval granted from Ghana to conduct a Research / Media coverage.</p> <p>7. Copy of Vaccination Card</p> <p>8. Receipt of payment of fees</p> <p><b>NB:</b></p> <p>9. Nationals of another country outside the Nordic Region must add a copy of their <b>residence permit</b>.</p>	<p>1. Original Passport</p> <p><i>New:</i> <b>2. One (1)</b> <u>Duly Completed Visa Application Form</u></p> <p>3. Where hotels are used as 'References', copy of hotel bookings must be submitted.</p> <p>4. A flight ticket reservation.</p> <p><i>New:</i> <b>5. One (1)</b> recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>6. Copy of Press Accreditation approved from Ghana.</p> <p>7. Copy of Vaccination Card</p> <p>8. Receipt of payment of fees</p> <p><b>NB:</b></p> <p>9. Nationals of another country outside the Nordic Region must add a copy of their <b>residence permit</b>.</p>

**Please do not submit this to the Embassy**

## *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)	
<b>VISAS</b>	Single Entry	30 Days	(A1) <b>600</b>	50	150	(B1) <b>800</b>	<b>10 working days</b>
	Multiple Entry	3 Months	(A2) <b>850</b>	50	150	(B2) <b>1050</b>	
	Multiple Entry	6 Months	(A3) <b>1250</b>	50	150	(B3) <b>1450</b>	
	Multiple Entry	1 Year	(A4) <b>1600</b>	50	150	(B4) <b>1800</b>	

***Please do not submit this to the Embassy***

### 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
<b>VISAS</b>	Single Entry	30 Days	(C1) <b>1100</b>	50	150	(D1) <b>1300</b>	<b>3 working days</b>
	Multiple Entry	3 Months	(C2) <b>1350</b>	50	150	(D2) <b>1550</b>	
	Multiple Entry	6 Months	(C3) <b>1750</b>	50	150	(D3) <b>1950</b>	
	Multiple Entry	1 Year	(C4) <b>2100</b>	50	150	(D4) <b>2300</b>	

### 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

Submit 1 Form & 1 photo Only

**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 duly completed and in capital (BLOCK) letters and submitted together with 1 recent identical passport-size picture 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 or DKK 150.00 for return registered postage for 1 passport.
- 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 DABADKDK – DK 3530003109114847. Applicants must pay all charges both domestic and foreign.

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"/> If Multiple please indicate how long:		iii) Duration of Stay in Ghana*.

**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	

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**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 your bank for more information.**