

Tourist Ghana Visa Application

Individual Paying



DAVID ECCLES SCHOOL OF BUSINESS



Before Starting the Application

- **Passport:** Passport needs to be valid with a minimum of 6 months before expiration date prior to departure and include available visa page space.
- **Passport photo:** This will be a 2” by 2” photo of you. You can get this taken at Walgreens, CVS etc.. Please have the photo and a copy uploaded to your computer. (You will need to upload this when submitting the application) We have found it easiest to to take a photo on your phone of these images and then email them to yourself (select smallest size) and then save them to your computer before uploading.
- **Passport Photocopy:** Please have a photocopy of your passport printed as well as uploaded to your computer (You will need to upload this when submitting the application). We have found it easiest to to take a photo on your phone of these images and then email them to yourself (select smallest size) and then save them to your computer before uploading.
- **Ensign Letter of Invitation:** You will be a student of Ensign Global College. Our team is happy to provide a letter stating your enrollment.
- **Valid Ghana Identification of Host**
- **Itinerary:** The itinerary for your trip, your academic calendar, will be provided to you.
- **Optional COVID-19 Vaccine Card (if vaccinated)**
- **Personal card for payment**



EMBASSY OF GHANA
WASHINGTON DC, USA

To Begin

Go to:

<https://ghanaembassydc.org/>

- Select “VISAS & PASSPORTS”
- Select “VISA APPLICATION”

You will be directed to a new page:

- Select “Visa Application”
- Select your visa application language preference
- Select your country of residence
- Click continue



Passport & Visa Application



VISA APPLICATION



PASSPORT APPLICATION



FAQs



How to... Videos

Visa Application Pre-Qualification Instructions

To be eligible to apply for a Ghana Visa from this web-portal, you must be a citizen of or a legal resident in any of the listed countries below.

Select VISA APPLICATION FORM language preference. ?

English ▼

Select Country of Residence

Select Country

United States ▼

Cancel

Continue ▶

To Begin:

1. Read Instructions and click the “I have read and understood the terms and conditions
2. Click “Proceed With Visa Application”

Select **Individual Visa Application**

Begin Application

Please view the next slides to walk you through the process exactly. **You cannot edit certain steps once you have advanced to the next step.**

Please follow the instructions. The information in the screen shots will apply to you and what you should use as an example.

Step 1 Part 1: Application Details

1. Purpose of Travel, select **Student Visa**
2. Passport Type, select **Ordinary**
3. Select your Country of Residence
4. (and 5.) Nationality/at Birth - If you are a U.S. Citizen applying for the visa
6. Visa Type, select **Mutiple Entry Visa (if you plan on traveling outside Ghana while enrolled in the program); Single Entry Visa (if you will stay in Ghana for the duration of the program)**
7. Other Nationality, select only if applies
8. Processing Office, please select **Washington DC (or you're an office in your home country)**
9. Service Type: **Expedited Service**
10. Mode of Submission: **Postal Services**

Step 1 Step 2 Step 3 Step 4 Step 5

1. Purpose Of Travel * Tourism Visa
Please provide documentary evidence with application

2. Passport Type * Ordinary
Please provide documentary evidence with application

Application Details

3. Country of Residence * United States ?

4. Nationality * American - (United States)

5. Nationality at Birth * American - (United States)

6. Visa Type * Single Entry Visa

7. Other Nationality Other Nationality

8. Processing Office * Washington-DC

9. Service Type * Expedited Service

10. Mode Of Submission * Postal Services ?

Step 1 Part 2: Personal Information

11. Enter your First and Middle Names **as listed on your passport.**

12. Enter your Last Name **as listed on your passport.**

13. Mode of Communication, select **Email and Text.**

14. Enter your mobile phone number, code for US is 01.

15. Enter your mobile number again.

16. Enter your personal email

17. Enter your your personal email again.

Personal Information

11. First & Middle Names (As indicated in your Passport) *

12. Surname (As indicated in your Passport) *

13. Mode of Communication *

Ensure email address and mobile number provided is correct. Failure to provide the correct information may result in delays to your application and you not receiving important notifications concerning your application.

14. Mobile No With Country Code *

e.g. 202-6864520 should be entered as 2026864520

15. Confirm Mobile Number

e.g. 202-6864520 should be entered as 2026864520

16. Email *

17. Confirm Email *

Step 1 Part 3: Additional Information

18. - 24. Continue to fill out your personal information making sure your name is the same as listed on your passport.

25. Profession/Occupation

26. **PLEASE NOTE** Date of Birth is entered: **DAY (DD), MONTH (MM), YEAR (YYYY)**

27. Enter Place of Birth

It is important that the information in STEP 1 is entered correctly so you can retrieve your application. If you need to pause, you can return later to complete the application.

Additional Information

18. Title *	Ms	19. Surname (As indicated in your Passport) *	Smith
20. First & Middle Names (As indicated in your Passport)	Annie	21. Previous/Maiden Name(s)	
22. Other Name			
23. Gender *	Female	24. Marital Status *	Married
25. Profession/ Occupation *	Student		
26. Date of Birth *	01	01	1990
27. Place of Birth *	Utah, USA		

Step 1 Part 4: Travel Details

28. Travel Purpose Details, **select Student Visa**

29. Duration of stay, select the number of days you will be in country.

30. Date of Departure from Country of Residence: **PLEASE NOTE** enter as **DAY (DD), MONTH (MM), YEAR (YYYY)**

31. Mode of journey, select **By Air**

32. Do you have a return ticket? If you have purchased your return ticket select: **Yes** and **enter ticket number**. If you have not purchased your return ticket select: **No**.

33. **Date of last visit to Ghana**, you do not enter anything unless you have previously visited Ghana.

Travel Details

28. Travel Purpose Details *

Temporary visitor for tourism

Processing period is 5 working days after receipt of hard copies of documents. Earliest proposed completion date will be 09-Jan-2024. Completion date may change following receipt and verification of hard copies at the Mission.

29. Duration of stay *

9

30. Date of Departure from Country of Residence *

01 Mar 2024

31. Mode of journey

By Air

32. Do you have return ticket?

Yes No

33. Date of last visit to Ghana

DD MM YYYY

34. Financial Mode*

Cash Card Cash&Card

35. Financial means at applicant's disposal * US Dollar (\$) equivalent

1000

[Please enter the Value in US Dollars without symbols e.g. \$1,000.00 should be entered as 1000]

Next

Step 1 Part 4 (cont.)

34. Financial Mode, select **Cash and Card**

35. Financial means at applicant's disposal, enter **1000**

VERIFY ALL INFORMATION FILLED OUT IN STEP 1 IS CORRECT BEFORE SELECTING "NEXT".

When you proceed to 'Step 2' on the next page there is a Reference Number in the top right-hand corner (highlighted with a red text box). Please note this reference number somewhere so you can refer to your application or complete at a later time.

33. Date of last visit to Ghana

DD MM YYYY

34. Financial Mode*

Cash Card Cash&Card

35. Financial means at applicant's disposal * \$.

1000

[Please enter the Value in US Dollars without symbols e.g. \$1,000.00 should be entered as 1000]

Next

Step 2 Part 1: Passport Details

Please make sure this information is exact.

When entering date of issue and expiration date must be put in:

DAY (DD), MONTH (MM), YEAR (YYYY)

Passport Details

Passport Number *

Place of Issue *

Date of Issue *

Expiry Date *

Travel History / Criminal Convictions

Have you ever visited Ghana before?

Yes No

Have you ever been refused a visa to Ghana?

Yes No

Have you ever been refused entry into Ghana?

Yes No

Step 2 Part 2: Travel History/Criminal Convictions

Please complete each question according to your history.

Then click **Next**

Have you ever been refused a visa to Ghana?

Yes No

Have you ever been refused entry into Ghana?

Yes No

Have you ever been deported to/ from Ghana?

Yes No

Do you have a criminal record in Ghana or any other country?

Yes No

Do you suffer from a mental disorder?

Yes No

Do you suffer from any communicable disease?

Yes No

◀ Previous

Next ▶

Step 3 Part 1: Contact Information

Enter your personal home address, telephone number (with country code), email address, and preferred mode of contact.

Contact Information

Residential(Home) Address in **United States** Applicant Name *

Annie Smith

Address Line1/ Street Name And Building Or Apartment Number *

2820 Westmoreland Dr

Address Line2

City/Town/Village * Country of Residence *

Idaho Falls United States

State* Post Code*

ID 83402

Code * Day Telephone * Code Evening Telephone

Code ▾ 8019109953 01 ▾ 8019109953

e.g. 202-6864520 should be entered as 2026864520 e.g. 202-6864520 should be entered as 2026864520

Code * Mobile * Email ID*

01 ▾ 8019109953 annie.smith@eccles.utah.edu

e.g. 202-6864520 should be entered as 2026864520

Preferred mode of contact

Telephone Mobile

Step 3 Part 2: Mailing Address

Enter your Mailing Address
as:

Address:

Town:

Country:

State:

Post Code:

Email ID:

Mailing Address

Select if the Address is same as Residential Address

Recipient Name

Annie Smith

Address Line1 *

1655 Campus Center Dr

Address Line2

Town *

Salt Lake City

Country*

United States

State*

UT

Post Code*

84112

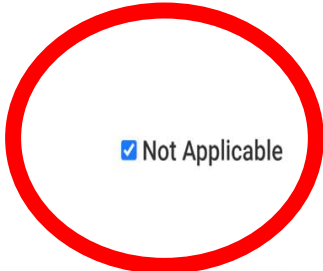
Email ID*

annie.smith@eccles.utah.edu

Step 3 Part 3: Business/Work/School Address in Country of Residence

For a tourist visa you do not have our complete this section. You can mark not applicable

Business/ Work/ School address in Country
(Retirees must complete their last place of work details)



Name of Business/Work/School *	Address Line *
<input type="text"/>	<input type="text"/>
Town *	Country* United States ▼
<input type="text"/>	<input type="text"/>
State*	Zip Code *
<input type="text"/>	<input type="text"/>
Telephone*	Email *
<input type="text"/>	<input type="text"/>

Step 3 Part 4: Name and Physical Address of Reference 1

Please put this EXACT information in as your reference.

Name:

Building No./Name & Street Name:

Locality/Town & City:

GPS Address:

Phone:

Email:

Name and Physical Address of Reference 1/ Hotel in Ghana

Name of Reference *	Building No./ Name & Street Name *
<input type="text" value="Stephen C. Alder, PhD"/>	<input type="text" value="Tema-Akosombo Highway"/>
Locality/ Town & City*	GPS/Digital Address*
<input type="text" value="Kpong, Eastern Region"/>	<input type="text" value="EL - 0364 - 5509"/>
Telephone *	Mobile
<input type="text" value="233"/> <input type="text" value="257510800"/>	<input type="text" value="Code"/> <input type="text"/>
<p>E.g. 0277 121212 - Please enter the number as "277121212" without any spaces.</p>	<p>E.g. 0277 121212 - Please enter the number as "277121212" without any spaces.</p>
Email Address	
<input type="text" value="steve.alder@ensign.edu.gh"/>	

Step 3 Part 5: Name and Physical Address of Reference 2

Please put this EXACT information in as your reference.

Your hotel booking address and contact information.

Name of Reference:

Address:

Locality/Town & City:

Phone:

Email:

Name and Physical Address of Reference 2/ Hotel in Ghana

Name of Reference*	Building No./ Name & Street Name*
Ensign Global College	Tema-Akosombo Highway
Locality/ Town & City	GPS/Digital Address
Kpong	
Telephone*	Mobile
233 ▾ 245762229	Code ▾
E.g. 0277 121212 - Please enter the number as "277121212" without any spaces.	E.g. 0277 121212 - Please enter the number as "277121212" without any spaces.
Email Address	
info@ensign.edu.gh	

Step 3 Part 6: Name & Address of Employer in Ghana

Name & Address of Employer in Ghana

Not Applicable

Select: **Not Applicable**

Name of employer *	Address Line1 *
<input type="text"/>	<input type="text"/>
Address Line2	City *
<input type="text"/>	<input type="text"/>
Region *	GPS/Digital Address *
<input type="text"/>	<input type="text"/>
Telephone *	TIN Number *
Code <input type="text"/>	<input type="text"/>

E.g. 0277 121212 - Please enter the number as '277121212' without any spaces.

Step 4 Part 1: Host in Ghana

Please put this **EXACT** information in as your reference.

Organization: **Ensign Global College**

First Name: **Stephen**

Last Name: **Alder**

Phone Number: **233 257510800**

Mobile Number: **233 257510800**

City: **Kpong**

Host Address: **Tema-Akosombo Highway Kpong, Eastern Region**

Host GPS Address: **EL - 0364 - 5509**

Host Country: **Ghana**

Email: **steve.alder@ensign.edu.gh**

Host in Ghana

Organisation

Ensign Global College

First Name *

Stephen

Other Name

Last Name *

Alder

Address *

Tema-Akosombo Highway Kpong, Eastern Region

City *

Kpong

Country *

Ghana

GPS/Digital Address *

EL - 0364 - 5509

Phone Number *

233

257510800

E.g. 0277 121212 - Please enter the number as "277121212" without any spaces.

Mobile Number *

233

257510800

Email *

steve.alder@ensign.edu.gh

Step 4 Part 2: Sponsor of Trip

Please complete the following information for the ‘Sponsor of Trip’

Tick box if sponsor is the same as applicant.

If the sponsor of the trip is different please fill in the information accordingly.

Sponsor of trip

Tick if sponsor is the same as applicant

Organisation

First Name *

Other Name

Last Name *

Sponsor Address *

City *

Sponsor Country *

Mobile Number *

Phone Number *

e.g. 202-6864520 should be entered as 2026864520

e.g. 202-6864520 should be entered as 2026864520

Email *

Step 4 Part 4: Application Completed by Another Person

Please select **Not Applicable**. We prefer to have persons complete their own visa applications.

Application Completed by Another Person

Not Applicable

For Persons completing this form on behalf of Applicants who cannot read or write English

The above declaration has been read and interpreted by me in the Language to the applicant and he/she approves of it.

Full Name *

Address *

Telephone Number

Mobile Number *

Step 5: Uploading Documents

Uploading information:

We have found it easiest to take a photo on your phone of these images and then email them to yourself (select smallest size) and then save them to your computer before uploading. Upload images in correct spot and remember to select upload again on the right-hand side or they will not save.



[Watch How to Upload Documents](#)

File Format: Please upload documents in PDF or JPEG format.

File Name: needs to be as simple as possible e.g. birth-certificate2018.pdf Do not upload files with file names having special characters such as "#"?ë, e.g. birth.certificate.2018#.pdf.

File Size: each uploaded pdf document has a file size limit of 1MB. Uploading larger files will result in your documents being rejected, so please ensure the file is as small as possible and not more than 1MB.

Note: To help contain the file sizes to 1MB you can scan in 'Greyscale' or 'Black and white' and not in 'Colour'; except where specified to be coloured. It is also helpful to keep the resolution between 150 dpi (dots per inch) to 300 dpi. This can be achieved by configuring your device by the available 'Settings' option, that allows you to choose the file format, colour and the dpi resolution.

Passport Photo Requirements:

Must be a recent colour photo taken within the last six months and printed in colour.

Background must be white or off-white in colour.

Must be facing forwards and looking straight at the camera.

Must have a plain expression and your mouth closed.

Must have your eyes open and visible.

Must not have hair in front of your eyes.

Must not have a head covering (unless it's for religious or medical reasons).

Must not have anything covering your face.

Note: Application may be rejected if photo requirements are not met.

Uploading Documents

Remember to click upload after choosing the file in order to save the document.

Line 1:

Line 2: Travel Itinerary

Line 3: Invitation Letter

Line 4: Passport - size photograph

Line 5: Photo of Passport data page (the page with your photo and information)

Line 6: Applicant Signature - upload photo of your signature (you can just sign a blank sheet of paper and upload a copy of that)

Line 7: Covid -19 vaccination card (optional, not required)

Line 8: resident permit: **NOT APPLICABLE- do NOT check box**

Line 9: Appropriate fees (just check this box) instructions on paying to follow

Line 10: Check box (confirming you have a valid passport)

List	File Type	File	Upload File
<input type="checkbox"/> Valid Ghana identification of Host (Preferably Valid passport) alternatively Confirmed Hotel Booking can be used*	Pdf-Jpg		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="checkbox"/> Travel Itinerary *	Pdf-Jpg		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="checkbox"/> Invitation letter/ Confirmed Hotel Booking *	Pdf-Jpg		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="checkbox"/> Recent passport-size photograph (Taken within six months of date of application). Copy to be also uploaded with application.*	Jpg		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="checkbox"/> Passport data page*	Pdf-Jpg		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="checkbox"/> Applicant signature (Image resolution - 250px W* 50px H)*	Jpg		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="checkbox"/> Valid Fully Vaccinated Covid-19 Certificate	Pdf-Jpg		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="checkbox"/> Resident Permit (if applicable)	Pdf-Jpg		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="checkbox"/> Application form signed by applicant *			
<input type="checkbox"/> Appropriate fees*			
<input type="checkbox"/> Valid passport*			

Next

Step 6: Declaration by Applicant

Read statement and check the box

Payment option: select **Online Payment via website**

Click **Submit** to submit your application.

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

Declaration by Applicant

I have read and understood all the questions in this application. I shall be fully responsible for the answers and the photograph which are true and correct. I understand that the type of visa, number of entries and duration of each stay will be decided by consuls, and any false, misleading or incomplete statement may result in the refusal of a visa or denial of entry into Ghana .
(If there is more information to declare, please provide below)

WARNING
PLEASE ENSURE THAT ALL INFORMATION PROVIDED ON YOUR APPLICATION IS CORRECT BEFORE YOU PROCEED TO PAYMENT. YOUR APPLICATION CANNOT BE EDITED ONCE PAYMENT IS INITIATED

Visa Fee: \$100.00

Payment Option*

Online Payment via website ▾

Submit

Payment

To pay, go to the main screen of the Ghana Visa Website.

<https://ghanaembassydc.org/>

- Select **Visa and Passports**
- Select **Pay Visa Fee Online**

The shown document will appear

Please fill in the appropriate information.

Your application reference number should be emailed to the email you entered in the application.

Please select: Single Expedited \$105.00

Enter your credit card information

Payment Processing

Embassy of Ghana Washington DC

ENTRY PERMIT/VISA

Application Ref. Number *

Enter your application reference number

Name *

First

Last

Phone *

 (201) 555-0123

Email *

Type of entry and service *

Multiple Regular - \$ 105.00

Multiple Expedited - \$ 207.00

Single Regular - \$ 63.00

Single Expedited - \$ 105.00

Card information *

Enter card number

Card Number

MM / YY

Expiration

CVV

Security Code

Total

\$ 0.00

Pay

Step 6

This is the page that will appear when you have submitted your payment.

You will print the below documents.

You will also need to pay for return shipping.

Print Forms

YOUR VISA APPLICATION HAS BEEN SUCCESSFULLY SUBMITTED. PLEASE CLICK THE DOWNLOAD LINKS TO TAKE THE PRINT-OUTS AND ENSURE FORM IS SIGNED AND ALL SUPPORTING DOCUMENTS INCLUDING PHYSICAL PASSPORT ARE ADDED TO APPLICATION FORM BEFORE MAILING TO THE EMBASSY WITH THE CORRECT FEES.

[DOWNLOAD APPLICATION FORM](#)[DOWNLOAD CHECK LIST](#)[PRINT ADDRESS LABEL](#)[VIEW/AMEND UPLOADED DOCUMENTS](#)[PAY RETURN POSTAGE](#)[PAY VISA FEE ONLINE](#)

Please logout to keep your personal information secure

[LOGOUT](#)

Printing Documents

The documents that you will need to print will include:

- **Receipt for payment**
- **Valid Ghana Identification of Host**
- **Visa Application (2 pages) **you must sign the second page of this document****
- **Letter of Invitation**
- **Passport Data Page**
- **Ghana Visa Checklist**
- **Itinerary**
- **Applicant signature**
- **Address Label**

Pay Visa Fee

Select red tab “Pay Visa Fee Online” on the print forms page or go to:

<https://ghanaembassydc.org/visapay>

Enter your personal and card information

Type of entry and service:

**Single Expedited - \$105.00
US (check conversion rates)**

Print receipt

Payment Processing

Embassy of Ghana Washington DC

ENTRY PERMIT/VISA

Application Ref. Number *

Enter your application reference number

Name *

First

Last

Phone *

 (201) 555-0123

Email *

Type of entry and service *

- Multiple Regular - \$ 105.00 Multiple Expedited - \$ 207.00
 Single Regular - \$ 63.00 Single Expedited - \$ 105.00

(DO NOT PAY LESS OR MORE THAN SELECTED ENTRY/SERVICE ON YOUR APPLICATION FORM)

Card information *

Enter card number

Card Number

MM / YY

Expiration

CVV

Security Code

Total

\$ 105.00

Pay

Pay for Return Shipping

To pay for return shipping, go to the main screen of the Ghana Visa Website.

<https://ghanaembassydc.org/>

- Select **Visa and Passports**
- Select **Pay Return Postage**

HOME

ABOUT

GOVERNMENT

VISAS & PASSPORTS

ONLINE APPLICATION ONLY (NO IN-PERSON DROP OFF OR PICK-UP)

Mail-in Application and Mail-out only Click to *Pay for retu*

Service Type	Duration
Expedited Service	7 Business Days
Regular Service	15-20 Business Days

NOTE: Mail-in and Mail-out not included in Processing Period

Return Shipping information/payment

Select which service you prefer

RETURN MAIL SERVICE

1. **NOTE : Shipping information should be in applicant's name**
2. **if possible, use the same email address and phone number as they appear on your visa or passport application for your return postage payment.**
3. **Pay per applicant for security, convenience and peace of mind.**
4. **Maximum passports per return postage payment for group application is three(3)**
5. **Print Receipt and add to application before mailing to the Embassy.**

5. Tracking information and ETA will be emailed to you when passport is shipped . If you have any question or concerns, please click => [Contact us](#)

For More Mailing options => [Contact us](#)

IMPORTANT: Please check your email frequently for dispatch and delivery notification.



YOUR MAILBOX SERVICE: \$29.75

CHECKOUT NOW \$29.75

Checkout now \$29.75



AT YOUR DOOR SERVICE: \$29.75

CHECKOUT NOW \$29.75



Checkout now \$29.75

LOCATE US:

Return Shipping Information & Payment

Fill in the shipping information and payment information.

Print the receipt and send in with all other shipping materials.

***The shipping address entered here is where your passport & visa will be sent back to you; please ensure accuracy so you receive them successfully

EXPRESS CHECKOUT


 Pay

CONTACT

+1 United States 

Phone number


Email address for receipt


By providing your phone number/email, you agree to receive order updates via text or email from Square and our other partners on our behalf. [Learn more](#) 

SHIPPING ADDRESS

First name

Last name

United States 

Enter your address here. 

[+](#) Apt, Suite, Floor, etc.

ORDER SUMMARY (1 ITEM) 

Subtotal \$29.75

Shipping --

Taxes \$0.00

Order total \$29.75

 Add coupon or gift card

Place order \$29.75

Prep for Shipping

- **Receipt for payment**
- **Return Shipping receipt**
- **Visa Application (2 pages) ****you must sign the second page of this document******
- **Letter of Invitation**
- **Itinerary**
- **Ghana Visa Checklist**
- **Printed Copy of Passport Bio Page**
- **Passport**
- **Applicant Signature**
- **Passport Photo**
- **COVID-19 Vaccination Card: *optional***
- **Valid Ghana Identification of Host**

Shipping Materials

Collect all application materials required to send in for your visa application.

- **Receipt for payment**
- **Visa Application (2 pages) **you must sign the second page of this document****
- **Letter of Invitation**
- **Itinerary**
- **Ghana Visa Checklist**
- **Printed Copy of Passport Bio Page**
- **Passport**
- **Passport Photo**
- **COVID-19 Vaccination Card:**
optional
- **Applicant Signature**
- **Valid Ghana Identification of Host**
- **Return shipping receipt**

Follow Up

Your visa will take 5 business days once the Ghana Embassy receives your information in the mail.

An update will be sent to the payee of the return shipping from the Ghana Travel Consultants once your passport is in route back to the return address.