

Ghana High Commission, Canberra, Australia

INSTRUCTION SHEET: REQUIREMENT FOR A GHANA VISA –TOURIST/BUSINESS/OTHER

|  |  |  |  |
| --- | --- | --- | --- |
| Business | Tourist/  Visit | Check | You need to submit the following |
| x | x |  | An Australian or New Zealand passport valid for, at least, 6 months. Should you be travelling on another passport then proof of residency in Australia is required. |
| x | x |  | Single Entry - non-urgent (7 working days) A$100  Single Entry - urgent (2 working days) A$140  Multiple Entry - non-urgent (7 working days) A$160  Multiple Entry -urgent (2 working days) A$200 |
| x | x |  | A visa fee must be paid directly into the following account by bank deposit or account-to-account transfer. Payments can also be made via eftpos electronic funds transfer at the Chancery.  In all instances, proof of payment indicating the RECEIPT NUMBER should accompany the application, else processing will not commence, and applicant will not be advised of the situation (non-processing).  **Account Name:** "GHANA HIGH COMMISSION"  **Bank**: Commonwealth Bank of Australia  **Account No**. 10444826  **BSB**: 062-900  THE PROCESSING TIME STARTS FROM THE DAY THE DULY COMPLETED AND PAID FOR APPLICATION WILL BE RECEIVED AT THE MISSION, BUT NOT WHEN IT WAS POSTED. |
| x | x |  | Official Visa Application Form in Duplicate:  (1 original, 1 photocopy. All the signatures to be originals.) |
| x | x |  | Personal History Form in Duplicate. (1 original, 1 photocopy. All the signatures to be originals.) Note:- Question15 refers to the country you normally reside in. |
| x | x |  | 2 recent passport sized photographs, glue these to each Visa application |
| x |  |  | Letter of recommendation stating purpose of visit and confirming financial support for visit from Applicant's Employers and/or Sponsors. |
| x |  |  | Letter of Invitation from a person or organisation in Ghana stating purpose of visit. |
|  | x | ☐ | Letter of Guarantee from Applicant's Parents/Guardians (if applicable) in duplicate and the address of your host/place of accommodation. |
| x | x |  | Evidence of work or residency entitlement in Australia, New Zealand, PNG, Fiji, Solomon Island, Nauru, Kiribati, Vanuatu, Tonga - if utilising a passport which is not from one of these countries. |
| x | x |  | Valid Yellow Fever and Covid-19 Vaccination Certificates.  (photocopy the page in the vaccination booklet showing date of vaccination) |
| x | x |  | Attach a copy of confirmed air ticket/itinerary from a Travel Agent and evidence paid hotel accommodation in Ghana, if not being hosted by a resident in Ghana. |
| x | x |  | Return paid Platinum Express or Express Post ***self-addressed*** envelope if you are not collecting your visa in person.\*\*\*  Kindly note that only duly authorised persons can pick an applicant’s passport |
| x | x | ☐ | Please PROVIDE a valid email address for communication since feedbacks will be given through emails **ONLY.** use [ghcconsular@gmail.com](mailto:ghcconsular@gmail.com) for feedbacks and provision of additional documents ONLY |

* Please note: **ALLOW SEVEN (7) WORKING DAYS FOR PROCESSING**
* Our visa working days are Mon-Friday - 9:30am to 2pm, except Ghana & Australian Public Holidays and/or as directed by Consul.

\*\*\* Our office is located inside the Guaranteed Next Day Delivery area, however Express Post/Platinum return envelopes are given priority by AusPost. **Kindly use self-addressed Express Post/Platinum envelope to enable you to track your parcel online since we may not be in position to confirm the status/receipt of all mails, when you call.**

Ghana High Commission T: +61-2-6290-2110

24 Akame Circuit F: +61-2-6290-2115

O' Malley ACT 2606 E: consular@ghanahighcom.org.au

Canberra, Australia W: [www.ghanahighcom.org.au](http://www.ghanahighcom.org.au)



**For Official Use**  
 **Visa No**: Click here to enter text.

Affix a  
Passport Picture  
Here

**Type of Visa**: Click here to enter text.

**Date of Issue**: Click here to enter a date.

**Charges:** Click here to enter text.

**Receipt No.:** Click here to enter text.

**Signature of Issuing Officer:** ………………………

Application for Ghana Entry Permit/Visa

Ghana High Commission, 24 Akame Circuit, O'Malley ACT 2606, Canberra, Australia

W: www.ghanahighcom.org.au T: +61-2-6290 2110

**INSTRUCTIONS**: 1. This form must be completed in duplicate and in capital letters and submitted together with two (2) recent passport-size pictures at least one month before the intended date of departure. The processing period is seven (7) business days. 2. Full names and addresses of references/hotel in Ghana and telephone numbers should be provided. 3. Any information provided on this form and subsequently found to be incorrect may render entry permit/visa void. 4. Applicants applying by post should provide self-addressed platinum express post envelopes.

1. (a) Surname: Click here to enter text. First Names: Click here to enter text.

Previous Name (if applicable): Click here to enter text.

(b) Date of Birth: Click here to enter a date. (c) Place of Birth: Click here to enter text.

(d) Nationality: Click here to enter text. (e) Former Nationality (if any): Click here to enter text.

(f) Passport No: Click here to enter text. (g) Date of Issues: Click here to enter a date.

(h) Place of Issue: Click here to enter text. (i) Expiry Date: Click here to enter text.

1. Profession/Occupation: Click here to enter text.
2. (a) Business Address: Click here to enter text.

Business Telephone No: Click here to enter text.

(b) Residential Address: Click here to enter text.

Residential Telephone No: Click here to enter text.

Email Address: Click here to enter text.

1. Proposed Date of Departure for Ghana: Click here to enter a date.
2. (a) Travelling By: Air  Sea  Land

(b) Is applicant in possession of return ticket? Yes  No  Ticket No: Click here to enter text.

(c) Financial Means at Applicant’s disposal: Click here to enter text.

1. Purpose of Journey: Business  | Tourism  | Employment  | Official
2. Type of Visa Sought: Single  Multiple

[Note: Multiple visa is required if you plan to enter Ghana and then travel to neighbouring countries and   
**re-enter** Ghana or if you plan to visit Ghana **more than once** in the period of your visa]

1. Names, Addresses and Telephone Nos. of two References in Ghana
2. Reference 1: Click here to enter text.
3. Reference 2: Click here to enter text.
4. If for employment, Name and Address of Employment in Ghana
5. Employer’s Name: Click here to enter text. (ii) Employer’s Phone No.: Click here to enter text.
6. Employer’s Address: Click here to enter text.
7. Duration of Stay in Ghana: Click here to enter text.
8. Date of Last Visit to Ghana: Click here to enter a date.
9. Applicant’s Signature: Date: Click here to enter a date.

**PLEASE ENSURE YOU ENCLOSE YOUR PASSPORT WITH YOUR APPLICATION**

**APPLICANT’S PERSONAL HISTORY**

|  |  |  |
| --- | --- | --- |
| 1 | Surname: | Click here to enter text. |
| 2 | First Name: | Click here to enter text. |
| 3 | Other Names (maiden Name, Aliases): | Click here to enter text. |
| 4 | Occupation: | Click here to enter text. |
| 5 | Place of Birth: | Click here to enter text. |
| 6 | Date of Birth: | Click here to enter a date. |
| 7 | Permanent Residential Address: | Click here to enter text. |
| 8 | Mobile Tel. Nos:  (indicate if it is also for WhatsApp and you can be communicated through WhatsApp) | Click here to enter text. |
| 9 | Present Address: | Click here to enter text. |
| 10 | Academic Background (Last School Attended): | Click here to enter text. |
| 11 | Employment History: | Click here to enter text. |
| 12 | Previous Travel Ghana: | Click here to enter text. |
| 13 | Criminal Record: | Choose an item. |
| 14 | Marital Status: | Click here to enter text. |
| 15 | Name, address & Phone Number of Personal Reference in Country of Residence: | Name: Click here to enter text.  Address: Click here to enter text.  Phone No: Click here to enter text. |
| 16 | Reference in Ghana: | Name: Click here to enter text.  Address: Click here to enter text.  Phone No: Click here to enter text. |
| 17 | Proposed Date of Arrival in Ghana: | Click here to enter a date. |
| 18 | Desired Length of Stay in Ghana: | Click here to enter text. |
| 19 | Remark (s) if any: | Click here to enter text. |

**I Certify That the Foregoing Is a Complete and True Statement**

Signature: Date: Click here to enter a date.