

POSTAL ADDRESS & CONTACT DETAILS:

VISASMART TS LTD
FALCON HOUSE, 19 DEER PARK ROAD
WIMBLEDON, LONDON
SW19 3UX
PHONE: 02045139940
EMAIL: admin@visasmart.co.uk



GHANA BUSINESS VISA APPLICATION PACK

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

1. CHECKLIST OF DOCUMENTS YOU MUST SEND

ORIGINAL PASSPORT - with a minimum of 6 months validity & 2 blank pages.

APPLICATION QUESTIONNAIRE - attached. Please note that the embassy application must be completed online - we provide a manual questionnaire & we will transfer your information to the embassy online system for you.

2 UK PASSPORT PHOTOS

RETURN FLIGHT CONFIRMATION

INVITATION LETTER - Must include the full name of the applicant with the purpose & dates of visit

LETTER FROM EMPLOYER - confirming employed position, purpose of visit & the visa validity being requested.

COPY OF YELLOW FEVER VACCINATION CERTIFICATE

PROOF OF UK RESIDENCY - Utility bill plus UK resident card for non UK passport holders

PREVIOUS GHANA VISA - only needs to be supplied if you are applying for a 1 or 2 year visa. If you do not have a previous Ghana visa, you must apply for 6 months or less.

2. SERVICE OPTIONS

GHANA 3 MONTH SINGLE ENTRY BUSINESS VISA STANDARD SERVICE (£60.00 + service fee £150.00 VAT inclusive)

GHANA 3 MONTH SINGLE ENTRY BUSINESS VISA EXPRESS SERVICE (£140.00 + service fee £150.00 VAT inclusive)

GHANA 3 MONTH MULTIPLE ENTRY BUSINESS VISA STANDARD SERVICE (£80.00 + service fee £150.00 VAT inclusive)

GHANA 3 MONTH MULTIPLE ENTRY BUSINESS VISA EXPRESS SERVICE (£160.00 + service fee £150.00 VAT inclusive)

GHANA 6 MONTH MULTIPLE ENTRY BUSINESS VISA STANDARD SERVICE (£100.00 + service fee £150.00 VAT inclusive)

GHANA 6 MONTH MULTIPLE ENTRY BUSINESS VISA EXPRESS SERVICE (£180.00 + service fee £150.00 VAT inclusive)

GHANA 1 YEAR MULTIPLE ENTRY BUSINESS VISA STANDARD SERVICE (£150.00 + service fee £150.00 VAT inclusive)

GHANA 1 YEAR MULTIPLE ENTRY BUSINESS VISA EXPRESS SERVICE (£230.00 + service fee £150.00 VAT inclusive)

GHANA 2 YEAR MULTIPLE ENTRY BUSINESS VISA STANDARD SERVICE (£200.00 + service fee £150.00 VAT inclusive)

GHANA 2 YEAR MULTIPLE ENTRY BUSINESS VISA EXPRESS SERVICE (£280.00 + service fee £150.00 VAT inclusive)

3. RETURN OPTIONS

ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)

DHL EXPRESS (FROM £45.00)

OWN PREPAID, ADDRESSED ENVELOPE - please note that we will not return any passport via 1st class post.

PERSONAL COLLECTION - we will inform you when the passport is available for collection & book an appointment for you.

4. CONTACT DETAILS & RETURN ADDRESS

APPLICANT NAME

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

5. DECLARATION

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

INFORMATION FOR THE GHANA VISA SERVICE

Processing time in the embassy is usually 10-15 business days for standard services or 2 business days for express services. Please note that this embassy operates an appointment system. Your application can only be submitted on the date of the appointment and this is when the processing time begins. Appointment times cannot be guaranteed - we always book the next available appointment but sometimes they can be a few weeks in advance so are subject to availability. We advise that you do not confirm any flight booking until your visa has been issued.

Once the embassy has begun the process, the passport will be unavailable until the process is complete.

All travellers coming into or transiting through Ghana are required to have been vaccinated against Yellow Fever at least 10 days from the proposed date of entry and must show the Yellow Fever vaccination record on entry.

First time visitors are not eligible to apply for visas of 1 year entry and above. In order to apply for the 1 or 2 year visa, you must show your previous Ghana visa at the point of application.

Issued Visas must be utilized within three months of the date of issue.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however, we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your passport which will contain your visa inside.

You must check your visa on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, www.visasmart.co.uk. By using our services, you are agreeing to all terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites before making your selection.

GHANA VISA QUESTIONNAIRE

PLEASE COMPLETE THE FOLLOWING QUESTIONS - INCOMPLETE QUESTIONS WILL RESULT IN REJECTION OF YOUR APPLICATION.

VISA TYPE	Tourist	Business	Temporary work		
	3 month single entry	3 month multiple entry	6 month multiple entry	1 year multiple entry	2 year multiple entry
SERVICE	Standard	2 day express			

APPLICANT NAME;

MARITAL STATUS

APPLICANT PROFFESION

DATE OF DEPARTURE FROM UK

DURATION OF STAY DAYS

DO YOU HAVE A RETURN TICKET? YES - FLIGHT NUMBER NO

PREVIOUS GHANA VISIT DATE (if applicable)

EMPLOYER/SCHOOL CONTACT NAME

EMPLOYER/SCHOOL ADDRESS

EMPLOYER/SCHOOL PHONE

DO YOU HAVE ANY CRIMINAL CONVICTIONS? IF YES, PLEASE LIST