

# Visa Information Pack

**From: Singapore**

**To: Ghana**

**Visa Type: Singapore Ghana Business Multiple Entry One Year**



## **Thank you for your order**

The following documents are required to apply for this specific visa type.

### **Application Form**

The Ghana High Commission has instituted a web-based visa appointment system and visa application form, which must be printed and signed by the applicant in duplicate. In order to fulfil this particular requirement, the applicant has two options:

#### **1. The Applicant can complete the online process themselves**

To do this, please use the URL link

<https://www.ghanahighcommissionuk.com/Passports/VisaApplication.aspx> and follow the instructions. Visas2 can assist the traveller by making the online payment on their behalf.

Applicants must ensure that the visa type selected on the online form matches the visa type requested through Visas2. Failure to do this will result in a delay in the visa being processed.

More details on how to navigate the website can be found in the section below entitled **Ghana Online Application Process**.

Please ensure that once the form has been completed, you print out the following components from the online portal and include them with the rest of your application pack:

The "Appointment Details" cover sheet

The "Visa Payment Slip" where the applicant has paid the visa fee online by selecting "Card Payment at Counter"

The fully completed Visa Application Form in duplicate

Failure to supply these documents will result in the non issuance of your visa.

#### **2. Visas2 completes the online process on the applicant's behalf**

Visas2 can assist the traveller in completing the online application form and making the online payment, which can be a time consuming process. This is offered as a Premium Service at a cost of £50 in addition to all other service fees and current Visas2 handling fees.

In order to facilitate this, please complete the Visas2 **Ghana Questionnaire** at the bottom of this document. All questions must be answered as they are mandatory fields on the Ghana High Commission website.

Once Visas2 has completed the online process you will receive an email with simple instructions on how to download and print the form which must be signed by the applicant in duplicate and then sent to Visas2 for processing.

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## **Passport**

The applicant's actual passport. The passport must:

Have at least three blank visa pages with two of the pages facing each other

Be valid for six months beyond entry date

## **Proof of Residence**

Evidence of UK residency. This must be shown as:

Valid UK Visa in actual Passport

**or**

An original valid UK residency card plus a colour copy of both sides

## **Photos**

Two passport sized colour photographs. The photographs must:

Have a white background

Be taken within the last six months

## **Business Letter**

An original letter of introduction from the applicant's UK employer. This letter must:

Be addressed to the Embassy

Be on company letterhead paper

Include the name of the applicant

Specify the purpose of journey  
Include the name of the organisation(s) to be visited  
Specify the requested number of entries and the length of visa required  
Include an acceptance of financial responsibility for the applicant  
Be signed by the applicant's supervisor or the company's HR department

### **Letter of Invitation**

A letter of invitation from the company the applicant is visiting. A copy is acceptable. This letter must:

Be on company letterhead paper  
Include the name of the applicant  
State the purpose of journey  
Specify the requested number of entries and the length of visa required

### **Appointment System**

The Ghana High Commission operates an appointment system for the submission of visa applications. Applicants must complete the online application via their website, (see instructions), and select a date for Visas2 to attend the interview and submit the application from the available appointments.

Visas will be issued either one, three or seven working days after the date of the scheduled appointment based on the chosen processing time.

For example, an appointment date of Monday 1st August, with a selected processing time of eight working days, would mean that the visa should be issued on Wednesday 10th August. Please note that the current waiting time for an appointment is 3-4 weeks.

### **Visa Information:**

Visa is valid for One Year

### **Pricing is available on our website at:**

<https://www.visas2.com/pricing-structure>

## **APPLICATION PROCESS**

### **Step 1: Complete the forms and gather all required documents**

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

**Step 2: Visas2 will process the application**

- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

**Step 3: Process update and completion**

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

**Disclaimer:**

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.

Please provide the information requested below. Any items left unanswered will delay your application. All questions stated below are mandatory.

**Please note:** Once we have completed your online application form we will email the reference number to you in order to have the applicant retrieve the form, print and sign **two copies** and send back to us to allow us to process your visa. You must send us the original forms as the Embassy will not accept copies.

The service type requested will start from the appointment date.

1. Type of visa required: (tick one)

- Business
- Tourist
- Transit
- Official Travel

2. Nationality of applicant:

3. Number of Entries required: (tick one)

- Single entry
- Multiple entry (business only) valid for 6 months
- Multiple entry (business only) valid for 1 year
- Multiple entry (business only) valid for 2 years

4. Service type required: (tick one)

- 8 working days
- 4 working days
- 2 working days

5. First and middle name of applicant:

7. Last name:

9. Mobile telephone number:

10. Email address:

11. Gender

12. Marital status:

13. Profession:

14. Date of birth:

15. Place of birth:

17. Proposed date of departure:

18. Duration of stay: (in days)

19. Do you have a return ticket?

21. Financial means at applicants disposal:

22. Have you ever been refused a visa to Ghana?

23. Have you ever been refused entry into or deported from Ghana?

24. Do you suffer from a mental disorder?

25. Do you suffer from any communicable disease?

26. Have you ever visited Ghana before? If so, what was the date of your last visit?

27. Applicant's **residential** address in UK:

Address line 1:
Town:
County:
Country:
Post code:
Telephone number:

28. Applicant's **business** address in UK:

Name of Business:
Address line 1:
Town:
County:
Country:
Post code:
Telephone:

29: Name and address of reference 1 / Hotel in Ghana:

Name of reference / Hotel:

Address line 1:

Address line 2:

Telephone:

30. Name and address of reference 2 / Hotel in Ghana:

Name of reference / Hotel:

Address line 1:

Address line 2:

Telephone: