

Visa Information Pack

From: Iran

To: 81

Visa Type: Iran Germany Business Single Entry Three Months



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. Universalvisas 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 Universalvisas. 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. Universalvisas completes the online process on the applicant's behalf

Universalvisas 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 Universalvisas handling fees.

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

Online application form fill requests **must** be received at Universalvisas before 14.00 hours in order to have it returned to you that day.

Once Universalvisas 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 Universalvisas for processing.

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

Consular Fees

The consular fee listed below does not include the Ghana High Commission's processing fee or the Ghana High Commission's "express service fee" where an express service is requested.

Please note that this fee is in addition to the visa fee paid online by the applicant.

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 eight 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 nine working days, would mean that the visa should be issued on Wednesday 11th August.

Same Day service

Complete applications must be received at Visas2 before 4pm the day prior to lodging in order to be processed on the same day service. Processing time only starts once a complete application has been received and submitted to the Embassy.

Visa Information:

visa is valid for three month

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.