



Visa document checklist

Ghana – Business/Tourist Visa

Document	Description	Please tick	Office Use
Lodgement Centre Locations	There are lodgement centres available in the following areas: Pretoria		
Appointment to appear in person	No appointment is required; VPU will submit the visa application to the Issuing Authority and collect the passport once the visa process has been finalized. Please bear in mind the Embassy is closed on Fridays.		
Passport	Valid passport with a minimum of 6 months validity (<i>after the return date of planned trip</i>). Passport must have a minimum of 3 blank pages, and a copy of the BIOMETRIC PAGE of passport, Passport MUST be signed by the bearer.		
Foreign Passport Holder	Please ensure that traveller has a valid South African Work/Study/Resident permit that is valid for a minimum of 6 months validity (After the return date back to SA) Processing times on foreign passports often vary – please contact our offices for details. Valid Original passport with a minimum of 6 months validity (<i>after the return date of planned trip</i>). Passport must have a minimum of 3 blank pages Photocopy of BIOMETRIC PAGE of passport – preferably in colour		
ID	Photocopy of applicants ID Document (clear copies only please)		
Yellow Fever Certificate	Original + clear photocopy of Yellow Fever Immunization Card. Recommended Vaccinations: Typhoid, Hepatitis A, Tetanus, Meningitis, Malaria		
Covid-19 vaccination card	Copy of digital Covid Vaccination card - QR code needs to appear on the page please		
Application form	FULLY completed application form (<i>completed in black ink in capital letters and signed by the applicant</i>) ALL questions MUST be answered in full. 2 references in Ghana is required VPU will capture the application online.		
Photograph	1 x COLOUR passport photograph taken against a white background. (<i>Must not be older than 30 days</i>) Size: 45mm x 35mm (<i>no smiling, no headgear etc</i>)		
Flight Itinerary	Photocopy of return flights clearly showing all flight sectors (<i>including to/from RSA</i>), and a copy of a detailed itinerary is required.		
Accommodation	Proof of confirmed hotel accommodation for each night you are in Ghana, showing name, address and telephone numbers of hotels.		
Bank Statements	All tourist applicants are required to submit 3 months of recent original stamped bank statements.		
Employment letter	Business & Tourist Applications , Letter from employer in SA confirming position held, monthly salary, dates of leave and dates expected to return. If self employed particulars of employment/business.		
Invitation letter	Business Applications , Letter of invitation from the person/company in Ghana, and there must be two references from the inviting company in Ghana – with their names, surnames, email address and contact details. Tourist Applications , Letter of invitation from the person/company in Ghana, and there must be two references from the inviting person		
2x Host Passport Copy (both references must send passport copy)	Copy of person signing the invitation ID, & a second reference. Full name, address & telephone numbers of both references in Ghana. If not on a Ghana passport holder copy of the passport & Ghana permit.		
Travelling with Minors (U/18)	New South African passports for minors under the age of 18 are being issued containing the details of the parents as a standard feature. Children travelling on these new passports do not require any additional documentation when travelling abroad if accompanied by both parents, if the children are still travelling on the old passports then The following additional documents will be required for any minor travelling with a Parent: copy of unabridged Birth Certificate, copies of parents ID's + consent letter from each parent not accompanying		

	minor. Both parents are required to appear at the interview for children below the age of 18 years or alternatively supply an affidavit as to why the parent cannot be in attendance.		
Processing Time	Please Note: The Ghana High Commission is closed on a Friday and do not count this day as a processing day. Normal Submission: 10-15 working days excluding a Friday and submission date Express Submission: 5-7 working days excluding a Friday and submission date		

Please note:

The above checklist is based on a South African passport holder; ALL foreign passport holders must have a valid RSA permit (*valid for a minimum of 6 months after return date of planned trip*) in their current passports in order to apply for this visa in South Africa. Foreign passports may take longer to be processed by the Issuing Authority.

I hereby acknowledge that:

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I have provided all required mandatory documents for a decision to be made on my visa application by the Issuing Authority. I am aware that the issuing authority may request additional documents at their discretion. I hereby accept Visas & Passports Unlimited standard terms and conditions as my visa facilitation service company.

Name: _____

Signature _____