

List of supporting documents to be submitted by visa applicants in Ghana

I. General requirements

1. Proof of accommodation / hotel reservation
2. Birth certificate.
3. If minors (below 18 years of age) are not accompanied by one of the parents: parental consent of both parents and copies of their id/passport. **The consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Exceptions are made if a single parent with whom the minor is to travel, holds the parental authority alone.**
4. Booking slip or reservation for round-trip ticket
5. Holders of diplomatic **and service** passport: note verbale
6. Proof of social and economic ties in Ghana:
 - a) Evidence of social ties, such as marriage certificate (if applicable), birth certificates of dependent children (if applicable), official leave letter from the university or school including proof of paid school fees and school reports, if applicable
 - b) Bank statements of the last 3 months
 - c) Employment letter stating terms and monthly income (if employed)
 - d) Salary slips of the last 3 months or contract (if employed)
 - e) Business papers such as: business registration certificate, tax clearance certificates, proof of active business (bills of lading, import declaration forms, invoices (if self-employed)
7. Proof of sufficient financial means for intended stay
 - a) Generally all costs of the trip need to be covered by the applicant. Only the personal and globally accessible bank account is suited as proof of financial means. **Proof of financial means include bank statements and pay slips for the last three months as a minimum.**
 - b) If costs of the trip cannot be covered by the applicant: you need to check with the Schengen embassy where you submit the application for specific details on what document is required **(in addition to the requirements under point 6).**

II. Supporting documents to be submitted depending on the purpose of the journey:

1. Airport transit

- a) Invitation and visa/residence permit for final destination

- b) Proof of purpose of the trip to country of final destination
- c) Proof of airplane ticket reservation

2. Business

- a) Signed invitation letter from inviting company in the Member State of destination
- b) Verifiable proof of business with inviting company. **E.g. order confirmations, down payments, pro-forma invoices, email correspondence.**
- c) Letter from company in country of residence stating purpose of the trip.
- d) Copy of inviting parties' entry in national commercial register.

3. Private or family visit

- a) **If invited by a private person, signed invitation letter from the host and a copy of the hosts' EU passport or residence permit. Some Member States might require applicants to present proof of sponsorship and/or private accommodation by means of a national form.**
- b) If invited by an institution [or a] church: a signed invitation.
- c) Proof of family relation with EU host.

If the purpose of the trip is 'Attending a funeral'

- d) Death certificate of the deceased.
- e) **Member States may require birth certificate of the deceased, as proof of family ties with the applicant.**
- f) Confirmation of the appointment from the funeral company.

4. Medical treatment

- a) Letter from local doctor stating diagnosis.
- b) Letter from national hospital/doctor stating agreement to treat patient and expected duration of treatment.
- c) Overview of estimated costs of surgery / treatment.
- d) Proof of sufficient financial means for the treatment and costs of living during the stay.
- e) **Proof of advance payment- receipt from national hospital / doctor, depending on the requirements of Member States.**

5. Sports (tournament or trials for transfer)

- a) Letter of invitation from organizer, inviting company or sports club
- b) Letter of introduction from Ghana Sports Council and/or respective sports association/federation that there is no objection **for applicant to engage in tournaments or trials for transfers..**
- c) Proof of sporting ability (cv, world ranking, trophies, selection for national team, personal records).

6. Tourism

- a) Plausible travel itinerary.

7. Cultural purposes: recording / concert / festival / performance / lessons

- a) Introductory letter association and musician card & proof of musical activities.
- b) For recording: studio contract & transfer slip for installment of studio fees.
- c) For lessons: contract stating duration and payment.
- d) For festivals or concerts: detailed concert schedule, contract stating duration and payment.

8. Internship / training / language courses

- a) Letter from host institution or confirmed registration.
- b) Information on duration (working hours a week).
- c) Information on expected salary.
- d) Proof of payment of the course (for language courses/training).

9. Attending trade fairs

- a) **Visitors:** trade fair ticket, introduction letter registration from the company in country of residence; country of residence company's business registration certificates and "form a", tax clearance certificate and bank statement.
- b) **Exhibitors: proof of registration at the fair,** proof of payment, introduction letter from company in country of residence and country of residence's business registration certificates and "form a", tax clearance certificate and bank statements **of the last 3 months.**