

This visa instructions packet contains important information regarding your application for a Ghanaian Student visa. These instructions are intended for US passport holders. If you do not hold a US passport there are likely to be different procedures for you to follow to get a visa. Please contact your program coordinator to discuss your visa. Please read through this carefully, as visa instructions can be complicated.

**IMPORTANT: CISabroad will only advise students on visa procedures for travel requirements for your CISabroad program only. CISabroad is not responsible for advising students on visa issues if they plan to travel internationally before or after the program.**

**Please note that all consulates have varying visa processing times. It is the student’s responsibility to be aware of their assigned consulate’s visa processing period and to send in their complete visa application well enough in advance to allow adequate time for processing. International students must also be aware of additional documentation and/or processing time needed for their visas. Each consulate lists the visa processing period on their website.**

Steps to Complete	Explanation	Timeline	Page
<input type="checkbox"/> <b>Obtain a passport</b>	Your passport must be valid for at least 6 months after your program end date. If your passport will expire while you are abroad, you must apply for a replacement passport NOW and get it expedited to ensure you receive it quickly.	NOW	
<input type="checkbox"/> <b>Determine type of visa you need</b>	➤ You will need a Student Visa to study in Ghana.	NOW	
<input type="checkbox"/> <b>Check and obtain Ghanaian consulate requirements</b>	There are three consulates for submitting your Ghanaian Student Visa Application. <b>You must contact your chosen consulate to verify what documents they may need as each location is different.</b> Please refer to the link that corresponds to your assigned consulate on page 4.	NOW	3
<input type="checkbox"/> <b>Receive visa letters from CISabroad</b>	<b>CISabroad will send you the following letters:</b> ➤ Letter of acceptance as a full time student from Ghana’s University/School or US program (will be emailed to you) ➤ Letter verifying that you have made arrangements with CISabroad to pay your tuition (will be emailed to you)	4-6 weeks before departure <i>(depending on when you complete your application)</i>	
<input type="checkbox"/> <b>Complete visa application</b>	➤ A complete Ghanaian student visa application includes 2-3 copies of the Ghana Visa Application Form + many supplemental documents.	4-6 weeks before departure	
<input type="checkbox"/> <b>Submit visa application</b>	After you have obtained ALL of the necessary documents and made your visa appointment, submit your visa application to the consulate.	3-4 weeks before departure for Ghana	
<b>Receive Passport with visa</b>	If you follow these steps correctly, you can expect to receive your passport with the affixed visa a few weeks before your program begins in Ghana.	At least one week before	

	<b><i>If you do not receive your visa within a week before departure, contact your CISabroad Program Coordinator immediately!</i></b>	departure	
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## Generally required Documents:

- [Ghanaian Student Visa Application](#) + Copies (varies by consulate)
- 2 Passport photos affixed to your application copies
- Signed passport valid for at least 6 months beyond program end date
- Visa Application fee
- Copy of ID (acceptable forms vary by consulate)
- Proof of departure from Ghana
- Letter of Acceptance\*
- Financial Support Letter\*
- Pre-paid, trackable, over-night, self-addressed FedEx envelope for return of your visa and passport

\*Provided to you by your CISabroad Program Coordinator

Note: Required documents for visa are always subject to change at the discretion of the consulate.

## Understanding your Visa Documents

### Ghanaian Student Visa Application Form:

- Use the instructions below to help you complete the form. Most consulates require you to submit multiple (2-3) copies of this form. Check your consulates visa requirements to determine how many copies you will need. The application must be completed in capital letters. (**Tip: Fill it out online before printing it**).

### Passport Photos:

- You are required to submit two 2x2 passport style photo attached you're the original application and each application copy you provide.

### Signed Passport:

- Your passport must be signed and valid for at least 6 months after your program end date. Your consulate will require your passport so that they can affix your visa directly into your passport's pages. **Keep a photocopy of the picture page of your passport for your own records.**

### Visa Application Fee:

- The fee for U.S. citizens for single-entry is \$60.00. A single entry visa must be used within 3 months from the date of issue.
- The fee for U.S. Citizens for a multiple-entry visa is \$100. Consider this option if you plan to travel to other countries (such as Togo, Benin, Burkina Faso, or Côte d'Ivoire during your time in Ghana.
- Non-U.S. citizens must check with the consulate.
- The fee must be submitted in the form of a money order, postal order, cashier's check or certified bank check. Cash may be used if you submit your visa application in person. Each consulate will have a different 'payee.' Verify this with your selected consulate.
- Additional fees may be required if using an expedited service.

### Copy of ID:

- Submit your home universities' student ID since you are applying for a Ghanaian Student Visa. Please check with your consulate for other acceptable forms of identification. Past options have included: Copy of U.S. Permanent Residence Card, Student ID Card or valid U.S. Work Visa (if you are not a US Citizen)

### Proof of Departure from Ghana:

- You must provide proof of your departure from Ghana before a visa can be issued. Please submit a computer generated flight itinerary from the airline or a travel agency, copy of airline ticket or a signed letter on the travel agency's letterhead confirming round-trip booking.

### Letter of Acceptance:

- This letter will be issued by your program’s university and sent to you in an email by your CISabroad Program Coordinator and in hard copy. You may use the emailed form to apply for your visa.

### Financial Support Letter

- This letter verifies that you have made all financial arrangements with CISabroad. It will be emailed to you and you must print and include it with your visa application documents.

### Pre-paid, trackable, over-night, self-addressed FedEx envelope

- This is required in order to facilitate the return of your visa and passport. Visas will not be issued without a Pre-paid, trackable, over-night, self-addressed FedEx envelope

## GHANAIAN EMBASSY and CONSULATES

Consulate	Information
<b>WASHINGTON DC</b>	The Consular Section 3512 International Dr. NW Washington DC, 20008 Email: <a href="mailto:visa@ghanaembassy.org">visa@ghanaembassy.org</a> Website: <a href="http://www.ghanaembassy.org/index.php?page=visas">http://www.ghanaembassy.org/index.php?page=visas</a> Please do not call, email is the only means to communicate
<b>NEW YORK CITY</b>	Ghana Consulate General 19 East 47th Street New York, NY 10017 Tel.: (212)832-1300 Fax: (212)751-6743 Email: <a href="mailto:ghanaconsulate@aol.com">ghanaconsulate@aol.com</a> Website: <a href="http://www.ghanaconsulatenewyork.org/index.html">http://www.ghanaconsulatenewyork.org/index.html</a>
<b>HOUSTON</b>	DIANE WEBB 3535 Westheimer Rd Suite #235 HOUSTON, TEXAS 77027 713-960-1950 Website: <a href="http://www.ghanavisashouston.com/c/5/ghana-student-visa">http://www.ghanavisashouston.com/c/5/ghana-student-visa</a> **Visas can be issued at 3535 Westheimer Rd. Suite #235 between 2 – 4 pm, Monday, Tuesday, Wednesday and Thursday. It takes about 15 minutes. No appointment is required.

## HOW TO COMPLETE THE GHANAIAAN VISA APPLICATION

- Complete the form entirely in CAPITAL letters
- IF A QUESTION IS NOT APPLICABLE TO YOU, WRITE "N/A"

<b>1.</b>	<p>a. Surname = <i>Your last name as shown on your passport</i></p> <p>First name(s) = <i>First and middle names</i></p> <p>Previous Name (if application): <i>if you have married or changed your name</i></p> <p>b. Date of Birth: <i>Example NOVEMBER 4, 1981</i></p> <p>c. Place of Birth: <i>City and State and Country</i></p> <p>d. Nationality: <i>Your current country of citizenship (THIS IS NOT YOUR RACE).</i></p> <p>e. Former nationality (if any): <i>Original nationality if different from current nationality</i></p> <p>f. Passport No: <i>found on the info page of your passport</i></p> <p>g. Date of Issue: <i>Date of passport issue (found on the info page of your passport; Example NOVEMBER 4, 1981)</i></p> <p>h. Place of Issue: <i>Where your passport was issued. – located in lower right of US passport. Usually distributed by United States Department of State or regional passport authority.</i></p> <p>i. Date of Expiry: <i>Expiration date of passport spelled out. *Your passport must be valid for 180 days beyond your program end date</i></p>
<b>2.</b>	Profession/Occupation: <i>STUDENT</i>
<b>3.</b>	<p>a. Business Address &amp; Tel. No. in the U.S.A.: <i>NA</i></p> <p>b. Residential Address &amp; Tel. No. in the U.S.A.: <i>your permanent address</i></p>
<b>4.</b>	Proposed date of departure for Ghana: <i>when you will leave the US to travel to Ghana to attend your program</i>
<b>5.</b>	Traveling by: <i>please select how you will arrive in Ghana. It is most likely by 'air.'</i>
<b>6.</b>	Purpose of Journey: <i>Student</i>
<b>7.</b>	Names, Addresses and Telephone Numbers of Two (2) references or place of residence in Ghana/Name(s) of Hotel: (very important): <i>University of Cape Coast, International Student Dorms, Cape Coast, Ghana</i>
<b>8.</b>	If for employment, name and address of employer in Ghana: <i>NA</i>
<b>9.</b>	Duration of stay in Ghana: <i>how many days you will be in Ghana</i>
<b>10.</b>	Date of last visit to Ghana: <i>Have you been to Ghana before? If yes, please provide dates. If no, please put NA.</i>
<b>11.</b>	Applicant's Signature and Date of Application: <i>Sign and date all of your applications.</i>