

Ghana Visa Guidelines

- Fall 2009 -

You are responsible for obtaining your study visa for Ghana. Keep in mind that the Ghanaian Consular Service offices are not affiliated with New York University. They are entities of the Ghanaian national government that issue visas and perform other official functions, and they may create and/or change their requirements for obtaining a student visa at any time and without prior notification. Therefore, the steps below are meant as a general guide but **it is your responsibility to follow the most up-to-date and accurate instructions as reflected on the Ghanaian Consular Services official web sites.**

1 What is a visa and why do I need it?

- It is an official stamp issued by the Ghanaian government that gets affixed to a page inside your passport before you depart the United States. You must present it to immigration control when you arrive in Ghana.
- You need a study visa because it is not legal to study as a full-time student in Ghana without it.
- Because the visa is actually adhered to your passport, you will need a passport in order to get one. **Make sure you have a passport that is valid for at least six months beyond your scheduled departure** date from Ghana. If you are studying abroad fall 2009 your passport should be valid at least until June 2010.
- If you do not have a passport or need to renew your passport, visit **travel.state.gov/** for information.
- We suggest that you request expedited processing (two week turnaround time) to allow plenty of time to apply for your student visa (the New York Consulate takes up to two weeks and other consulates may take up to 2 months to process visa applications!)
- If you do not have two weeks to spare, you can then go to the **US Passport Agency** to request a passport the same day. For a Passport Agency near you and for more information, please refer to their website http://travel.state.gov/passport/about/agencies/agencies_913.html. In addition to the Passport Agency requirements, please contact NYU Global Programs for a letter to accompany your application.

2 Get Your Yellow Fever Immunization

- The vaccination is a requirement of the Ghanaian government. **Start the vaccination process no fewer than 6-8 weeks prior to your departure.** Make an appointment well in advance so that your physician can order the vaccine if it's not in stock. For NYU students appointments may be made with the NYU Health Center. Visit: <http://www.nyu.edu/shc/medservices/allergy.immunology.travel.html>.

3 Decide Where to Apply for Your Visa

There are two offices that issue study visas for Ghana: the Permanent Mission of Ghana in New York City and the Embassy of Ghana in Washington, DC. All students are eligible to apply at either office in person or by mail. Whichever you use, **be sure to check websites for updated requirements prior to submitting your application.** As mentioned earlier, requirements may change suddenly and without notice.

Ghana Permanent Mission to the United Nations in New York City
http://www.ghanaconsulatennyork.org/pages/visa_services.html

19 East 47th Street (between Madison and 5th Ave)
New York, NY 10017
Phone: (212) 832-1300

**Check hours of operation at the website above before going in person.*

If you live in the New York area, we strongly encourage you to submit your application with the Ghana Permanent Mission in New York. The Mission accepts the online application form you can download at: <http://www.ghanaconsulatennyork.org/pages/visaForm.html>

After completing the form, **print the confirmation page** and turn it in with the additional required documents (see checklist below). Turn in the confirmation sheet and additional paperwork in person or by mail to the address above.

For the “References in Ghana or Destination” section, you may use:

Christa Sanders,
No.12, 4th Norla St.
North Labone, Accra
+233-2176-1528

Akosua Anyidoho
No. 12, 4th Norla St.
North Labone, Accra
+233-2176-1528

Embassy of Ghana – Consular Section in Washington, DC

http://www.ghanaembassy.org/corp_div_details_embassy.cfm?EmpID=151&BrandsID=45

3512 International Drive, NW
Washington, DC 20008
Phone: (202) 686-4520

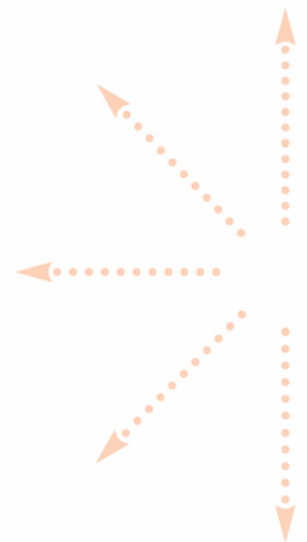
**Check hours of operation at the website above before going on person.*

If you live in the DC area, we strongly encourage you to submit your application in person to the Embassy of Ghana in Washington. The embassy accepts applications that you can print out online at the web site above.

4 Immigration Procedures in Ghana - Final Step!

You're required to register with the immigration service upon arrival, an important and mandatory step. The staff in Ghana will guide you through the procedure and discuss additional immigration requirements when you arrive.

Students are only permitted to stay in Ghana legally for 60 days with your visa. You will need to submit your passport to our staff in Ghana so that they may process your visa extensions, which is an extension of your status as temporary residents of Ghana. Our office in Ghana will handle the process of extending these visas and will pay the fees associated with the extensions. If you do not complete the process you will have to do it on your own and pay for the additional expense.



Visa Documentation Checklist

Passport

- Must be signed and valid through **June 2010**.
- You'll need to leave your actual passport with the Embassy or Mission for processing. If you're going to travel out of the US (including trips to Mexico, Canada, or the Caribbean), make sure to time your application accordingly.

Visa Application

- If you choose to apply through the NY Mission, use the online visa application (see step 3 above for details). Be sure to bring a copy of the confirmation page from the online visa application! If you forget to print out the confirmation page, you can retrieve it within the "Check Status" link located under the visa heading.
- If you choose to apply through the Ghanaian Embassy in DC, submit four (4) paper copies of your filled-out visa application.
- We recommend that you apply for a **Multi-Entry Visa**. Even if you think you will not be traveling outside of Ghana, if you change your mind after arrival it is much more difficult to arrange once there.

4 Original 2"x 2" Passport-Size Photos (consider taking 7 photos now—see below)

- Photos should be recent (no more than 3 months before you apply).
- Write your name on the back of each photo and attach 1 photo to each of the applications.
- No photocopies, personal photos, or scanned photos from home printers will be accepted!
- **Note:** since you're having passport photos taken, you might want to take 3 more for your University of Ghana Legon application. Take all of them now to save time and money later!

1 Photocopy of Your Return Airplane Ticket or Itinerary

- In addition to the photocopy, bring the original airline ticket or itinerary with you when applying.

Original Acceptance Letter

- Submit the **original** acceptance letter—no copies!—that came with your Welcome Packet from NYU Global Programs (submit page 3, hand-signed by the Director, Chris Nicolussi).

Original Acceptance Letter from Ghana

- Submit the original acceptance letter – no copies! Letter is signed by Dr. Akosua Anyidoho, Director, NYU in Ghana.

Photocopy of the Certificate of Immunization against Yellow Fever

- This is required by international health regulation, Ghanaian Law and NYU.

- We suggest submitting a photocopy since you will need to present the original certificate to customs when you enter Ghana. (Bring the original with you, though—they may ask to see it!)

Evidence of Financial Support

- An **original** bank statement or letter from your bank (or your parents' or other sponsors').
- The Consulate doesn't state a specific dollar amount. Don't worry about the bank balance; just provide the best documentation you can.

Visa Fee

- \$80 for a multiple entry visa; \$110 for a visa with expedited service.
- Cash or money orders are accepted if you apply in person, personal checks are not accepted.
- If applying by mail send money order, cashier's check, or certified bank check payable to the "Embassy of Ghana" (Washington DC) or the "Ghana Consulate" (New York).

Self-Addressed Pre-Paid FedEx or DHL Express Mail Envelope

- This is only necessary if you're applying for your visa by mail. If you pick up your visa in person, there's no need to include a FedEx or DHL envelope.
- Write the embassy or Consulate's address as the sender's address. (This is crucial: the FedEx or DHL may re-route and inspect mail that does not have a return address, delaying the delivery of your visa by weeks.)
- Keep FedEx or DHL tracking number for your records.

