

Ghana Visa Information and Instructions

Fall 2008

The Consulates General of Ghana are not affiliated with New York University. They are entities of the Ghanaian national government that issue visas for students and perform other functions. Please keep in mind that Consulates independently create and/or change their requirements for obtaining a Student Visa without any prior notification.

**** YOU ARE RESPONSIBLE FOR OBTAINING YOUR OWN STUDENT VISA ****

1 Get Your Passport

- If you don't have a passport that is valid through **June 2009** for fall semester students and **November 2009** for academic year students, apply for one today! Check out travel.state.gov/ for more 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 7-15 days, 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 someone from our office so that we can provide you with the appropriate letter.

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.

3 Decide Where to Apply for Your Visa

There are only 2 offices in the US where you can apply for a visa: New York and Washington DC. All students are eligible to apply at either office in person or by mail. However you apply, **be sure to call in advance to check for updated requirements.**

- **New York:** 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 located at http://www.ghanaconsulatennyork.org/pages/visa_form.html

For the "References in Ghana or Destination" section, use:

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

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

- After completing the form, print the confirmation page and turn it in with the additional documents detailed in the checklist below. Turn in the confirmation sheet and additional paperwork in person or by mail to:

Ghana Permanent Mission to the United Nations
9 East 47th Street (between Madison and 5th Ave)
New York, NY 10017
Phone: (212) 832-1300
Hours...

For dropping off visa applications & materials:

For picking up visas (usually one week after drop-off):

They are closed on Fridays

Monday - Thursday, 10am - 2pm

Monday - Thursday, 2pm - 3pm

- **Washington DC:** 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.

Embassy of Ghana - Consular Section

3512 International Drive, NW

Washington, DC 20008

Phone: (202) 686-4520

Hours: Monday - Thursday, 9:30am - 3pm

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 2009**.
- You'll need to leave your 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 4 paper copies of your filled-out visa application.
- We recommend that all students 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 ticket or itinerary with you to the consulate

Original Acceptance Letter

- Submit the **original** acceptance letter—no copies!—that came with your Welcome Packet from Study Abroad Admissions (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 order 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 the FedEx or DHL tracking number for your records.