

Guide on completing the Visa Application Form - VAF14(34)

Please read the information below carefully before completing the form. Information relating to Visa Exceptions, Entry Requirements, Conditions of Issuance of Visas, Visa Fees and methods of payment can be found at our website at <http://ghanaembassy.es/visa-application/>.

- 1. This form must be complete electronically using Acrobat Reader v7.0 & later. Warning: We do not guarantee correct functioning of the application form if any other Portable Document Format (pdf) reader or a browser is used to complete and submit this application form.**
- All entries must be typed in English and you must use the English alphabet only. This means you must not use letters like à, â, ã, ä, æ, ç, é, è, ê, ë, î, ï, ñ, ø, ö, ô, õ, ü, û, ù, þ, ÿ, etc. For example, instead of writing “española”, enter “espanola”. You must also avoid the use of special characters like (, [, #, ~, {, \$, €, £, %,}, &, *, ^, =, <, “, ”, /, ?, |, >,],) in any of the information fields. These characters will be rejected by the form.
- Each input field has pre-configured context sensitive help giving a brief description of the type and format of information required. Hover the mouse over each input field to display its context help information.
- You must provide a valid and secure e-mail address in Part 2(t). This e-mail address will be the primary means of communication with you during the processing period. **Note** - that you are, by providing your personal e-mail address, giving the Embassy permission to communicate information (which may include files and some personal information) to you during the processing period.
- Part 5 (Parent/Guardian Consent) of the application form must be completed by all applicants under 18 years of age. All such applicants are required to present a signed ‘Letter of Consent’ from their parent(s)/guardian. A copy of this letter will be sent to the applicant when the application is submitted.
- 6.** All fields marked with an asterisk (*) must be completed. You must check over your form carefully when complete. Once you have satisfactorily checked through, submit your application to the Embassy using the [Submit Form Data] button located at the bottom of the page 2. **Please note that the [Submit Form Data] button will only appear when all mandatory (*) fields have been completed and will disappear once the application data has been submitted to the Embassy.**
- 7.** A confirmation page showing your **Application Reference Number (ARN)** will be displayed when the form data is received by the Embassy. This same Application Reference Number will automatically appear on your Application Form. **Warning: The Embassy will refuse all Application Forms that DO NOT have Application Reference Numbers whether delivered in person or by post.**
- 8.** **You only need to submit your application data once.** You must however re-submit the data if you make any change(s) to the data you have already submitted. **Your application reference number will change and the [Submit Form Data] button will re-appear.** You will receive a new confirmation page and e-mail when you re-submit the changes.
- 9.** **You must print and sign one (1) copy of your recent application form.** The signed form must be delivered to the Embassy together with **one (1) recent passport-sized photographs,** all supporting documents, the appropriate visa fee and the signed Letter of Consent (if applicable).
- 10.** It is your choice as to which documents you provide to support your visa application. You must however provide original copies of all documents that you want the Embassy to consider when assessing your application. **WARNING: that your application will be denied or visa rendered void if any document or information provided is subsequently found to have been faked, falsified or incorrect.**

NOTE: Completion of this application form (entering of personal information, submitting of the information, signing of the form and handing the form in at the Embassy) signifies your voluntary consent for processing and storage of your information. This information will be handled safely and securely and will be access solely for the purpose of processing your application, in accordance with the requirements of the Government of Ghana concerning the use of personally identifiable information (PII).



APPLICATION FOR GHANAIAIAN VISA

Official Use Only:

Visa Number:
Visa Type:
Visa Fee (€):
Receipt No:
Date of Issue:
Issuing Officer:

All fields marked asterisk (*) must be completed. All entries must be typed in English and you must use English alphabets only. Your completed form MUST be submitted to the Embassy using the [Submit Form Data] button. Note - the [Submit Form Data] button will appear at the bottom right-hand corner of the form when all mandatory (*) fields have been completed.

WARNING: The Embassy WILL NOT accept your form if you fail to submit the application.

Firmly affix one (3.5x4.5) ID photograph not older than 6 months.

PART 1: TRAVEL INFORMATION

(a) Visa Required*	(b) Processing Service*	(c) Collection Service*	(d) Method of Payment*
(e) Purpose of Trip*	(f) Date of Travel to Ghana*	(g) Means of Travel* AIR LAND SEA	(h) Duration of Stay* (in days)
(i) Return Ticket for this Trip?*	(j) Ticket Number*	(k) Funds for Trip* (in Euros)	(l) Date of Last Visit
YES NO			

PART 2: PERSONAL INFORMATION

(a) Firstname(s)*	(b) Surname(s)*	(c) Prev. Names (if applicable)	(d) Date of Birth*
(e) Town of Birth*	(f) Country of Birth*	(g) Present Nationality*	(h) Prev. Nationality
(i) Passport Number*	(j) Passport Issued Place*	(k) Passport Issue Date*	(l) Passport Expiry Date*
(m) Residential Address*		(n) Name, Address & Telephone number of your Employer/Business	
(o) Town of Residence*	(p) Country of Residence*	(q) Professional Group*	(r) Present Occupation*
(s) Contact Telephone*	(t) Contact Email Address*		(u) Work Telephone

PART 3: CONTACT INFORMATION IN GHANA

Name, Address & Telephone of Person inviting you to Ghana*	Address/Hotel where Applicant will be staying during this Trip*

PART 4: DECLARATION

I declare that the information given on this form whether entered by myself, on my behalf by a third party or automatically pre-populated is true, complete and accurate to the best of my knowledge and belief; and all supporting documents attached to this application are genuine.

Declaration Date:

applicant's signature

PART 5: PARENT/GUARDIAN CONSENT (TO BE COMPLETED FOR APPLICANTS UNDER 18 YEARS)

- My parent/guardian has sole parental responsibility (You must complete Form VCF1434(A)).
- My parents/guardians have joint parental responsibility (You must complete Form VCF1434(B)).