

## STEP 1 – Ghana Business Visa Pack

### Checklist for Requirements

Please send the following to [GulfVisa's address](#):

- Passport.**
  - must be valid for **more than 6 months** beyond entry date.
  - must have at least **three blank visa** pages.
  
- Two passport sized photos.**
  - must be **recently** taken + have a **white** background.
  
- Fully completed online visa application form.**
  - on the form you must select an **appointment time** for us to drop your application and supporting documents to the embassy. **Please select a slot** between 11:30am-1:30pm (Monday to Thursday) and **send us the confirmation** with the **allocated time**.
  - when the application asks for mode of submission, select **'Counter Service'** and when it asks for payment option, select **'pay at counter'**.
  - on completion, please **print** and **sign two copies** of the **application** form and send them to us. You will also need to **print** and **send** us the **'Appointment Details' cover sheet** from the online portal.
  
- An original business introduction letter from your UK company.**
  - please see **page 3** for a template.
  
- A copy of the letter of invitation from your host company in Ghana.**
  - please see **page 4** for a template.
  
- A colour copy of your Yellow fever vaccination certificate.**
  - all travellers **above 9 months old** require **proof** of **Yellow fever vaccination**.
  - this must be administered **at least 10 days before** the date of travel and if you have already been vaccinated, it must be **within a period of 10 years** before your entry to Ghana.

**Once completed, please follow STEPS 2 and 3 on the GulfVisa website page ([click here](#))**

**Address:** GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK

**Additional requirements for multiple entry visa:**

- If you are applying for a multiple entry visa, your passport must contain a previous visa from Ghana.
  
- If you are applying for a visa with longer than 6 month validity, please ensure your passport is valid for at least the length of the validity period (e.g. 1 year) from the date of entry to Ghana.

**Once completed, please follow STEPS 2 and 3 on the GulfVisa website page [\(click here\)](#)**

**Address:** GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK

## Your UK Company Letterhead

Ghana High Commission  
104 Highgate Hill  
London N6 5HE

<Date>

Dear Sir/Madam,

This letter is to confirm that <UK Company Name> will sponsor <Applicant Full Name from Passport> for a <Single/Multiple Entry> Business visa valid for <Duration of Validity> <Applicant Name> is working for our company as a <Job Title> and has been employed since <Date>

<Applicant Name> wishes to visit <Name of Company you plan to visit in Ghana> for business discussions on <Date>.

<UK Company Name> will bear all travel expenses, accommodation and maintenance costs for <Applicant Name>

Please find their relevant personal information below:

Nationality: .....

Passport number: .....

Passport issue date: .....

Passport expiry date: .....

Please do not hesitate to contact us if you need any more information.

Yours sincerely,

<Signature>

<Name of applicant's supervisor or the company's HR department or Manager of Department or Company Director>

<Signee Job title>

# Ghanaian Company Letterhead

(required to be on company letterhead paper)

Ghana High Commission  
104 Highgate Hill  
London N6 5HE

<Date>

Dear Sir/Madam,

This letter is to confirm that our company is inviting < [Invitee's Full Name from Passport](#)> from < [UK company Name](#)> in the United Kingdom to visit us in Ghana for business purposes, involving < [Purpose of Journey](#)>.

We are requesting a < [Single/Multiple Entry](#)> visa valid for < [Duration of Validity](#)>. The desired date of entry for our invitee is < [Entry Date](#)> and date of exit is < [Exit Date](#)>.

[Note: The letter of invitation should match the business introduction letter in terms of all personal information and details of visa.](#)

Please find their relevant personal information below:

Nationality: .....

Passport number: .....

Passport issue date: .....

Passport expiry date: .....

Please contact us if you need any further information.

Yours sincerely,

< [Signature](#)>

< [Name and job title of signee](#)>

