

## The Travel Visa Company

Your Dedicated, Worldwide Travel Visa Agency



### REFERRED BY

i.e. Travel Agent / Tour Operator / Cruise Line / Search Engine / Repeat Customer / Friend / Other

You **MUST** return this front page with your application.

### RETURN ADDRESS

#### The Travel Visa Company Ltd.

First Floor Unit 10  
Alvaston Business Park  
Middlewich Road  
Nantwich, Cheshire  
CW5 6PF



### SUPPORT

If you have any queries or would like additional assistance when completing your application, please contact us and one of our team would be happy to assist.



Telephone: **01270 904 907**



Email: **[applications@thetravelvisacompany.co.uk](mailto:applications@thetravelvisacompany.co.uk)**

## Ghana Business Visa Application Pack

Thank you for requesting an application pack for a Ghana Business Visa.

Please complete the following three sections and then return the application pack and all supporting documents to The Travel Visa Company Ltd.

1. Checklist of the documents required
2. Service and delivery options
3. Address and payment details

### PLEASE NOTE

A Ghana Business Visa is valid 90 days from the date of issuance and permits a single entry. Your permitted length of stay will be determined by the border officer on arrival into Ghana. Multiple entry visas and visas with longer validities may be available. Please get in touch to enquire.

All travellers older than 9 months must be vaccinated against Yellow Fever.

## 1. Checklist of the documents required

✓ Please tick to confirm you have provided the following:

- GHANA BUSINESS VISA APPLICATION FORM** – Please find attached. It is important to carefully read through all the questions and fully complete all forms in **BLOCK CAPITALS** with a **BLACK PEN**. All application forms **MUST** be printed single-sided. Application forms printed double-sided **WILL NOT** be accepted.
- PASSPORT** – Please include your original passport. Your passport must be valid for at least 6 months from your date of entry into Ghana.
- PHOTOGRAPH** – The photograph must passport size, taken within the last 6 months, against a light background, printed on photographic paper, be full face and non-smiling [without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background].
- FLIGHT TICKET/TRAVEL ITINERARY** - Please include a copy of your flight ticket/travel itinerary which shows the applicants name and entry/exit flights.
- ACCOMMODATION CONFIRMATION** - Please include a copy of your hotel booking confirmation. This document must show the applicant's name, hotel name/address and check-in/out dates.

- YELLOW FEVER CERTIFICATE** – Please include your original, up-to-date yellow fever certificate.
- BUSINESS INVITATION LETTER** – Please provide a letter of invitation issued by the inviting company in Ghana. This must be on company letter headed paper, include the applicant’s name and passport number, detail the purpose of travel and the dates of travel. It must also include a statement accepting financial responsibility for the invitee whilst in Ghana and confirm that the invitee will comply fully with the immigration laws of Ghana. Letter must be addressed to the Ghanaian Embassy in London and signed by a relevant individual at the inviting company.
- UK EMPLOYER LETTER** – Please provide a letter from your UK employer which details your employment status, position in the company and the purpose of travel to Ghana. It should also include applicant’s name and passport number. Letter must be addressed to the Ghanaian Embassy in London and signed by a relevant individual at the company.
- UK IMMIGRATION SHARE CODE** – If you are a non-UK national residing in the UK, you must provide your UK immigration share code on the application form. This can be obtained at: [www.gov.uk/view-prove-immigration-status](http://www.gov.uk/view-prove-immigration-status)

**!** Failure to provide us with these documents will result in delays with your application.

## 2. Service and delivery options

✓ Please tick to confirm which service and delivery type you are requesting:

	Service Type	Processing Time	Embassy Fee	Service Fee	VAT	Total
<input type="checkbox"/>	Standard	20 days*	£80.00 <sup>†</sup>	£79.12	£15.83	<b>£174.95</b>
<input type="checkbox"/>	Priority	15 days*	£235.00 <sup>†</sup>	£99.96	£19.99	<b>£354.95</b>

\*Working days excluding postal days. † Includes visa fee and courier fees.

**!** If selecting our priority service, please address to “The Travel Visa Company – Priority”.

Delivery Type	Price
<input type="checkbox"/> Email Confirmation	-
<input type="checkbox"/> Provide Pre-Paid Envelope*	-
<input type="checkbox"/> Posted Confirmation	£5.00
<input type="checkbox"/> Collect from TVC Office	-

**DATE OF TRAVEL**

..... DD/MM/YYYY

**LENGTH OF STAY**

..... Days

\*If you provide a pre-paid envelope please ensure it has your return address and the correct postage amount.

**3. Address and payment details**

Name: .....

Address: .....

.....

.....

Postcode: .....

Telephone: .....

Email: .....

**Credit/Debit Card**

Name on card:

.....

Card Number:

.....

Expiry Date: ..... CVC: .....

**Paypal** paypal@thetravelvisacompany.co.uk

**Cheque**

**BACS** Reference: .....

Cheque/BACS payments are to be made payable to "The Travel Visa Company Ltd."

Bank Details: 68032405 / 08-92-50

**EMAIL MARKETING** (not required)

I would like to sign up to the TVC mailing list.

We do not share your data with any third parties. To view our privacy policy, visit:

[www.thetravelvisacompany.co.uk/privacy](http://www.thetravelvisacompany.co.uk/privacy)

**TERMS & CONDITIONS** (required)

I have read, fully understood and agree to the Terms & Conditions and Client Declaration.

[www.thetravelvisacompany.co.uk/terms](http://www.thetravelvisacompany.co.uk/terms)

[www.thetravelvisacompany.co.uk/declaration](http://www.thetravelvisacompany.co.uk/declaration)

Signed: ..... Date: .....

Please contact us if you would like to receive a printed copy of these documents.

## Personal Information

Title:

Surname:  As shown in passport

Given name(s):  As shown in passport

Have you ever changed your name?  
 Yes  No

**If yes** Reason for name change:  
 Marriage  Deed poll  Other

**If other**

Previous name:

Gender:  Male  Female

Marital status:  Married  Divorced  Single  Widowed  
 Other

Date of birth:  DD/MM/YYYY

Place of birth:

Town/City:

State/Province:

Country:

Nationality:

Do you have or have you ever held any other nationalities?  
 Yes  No

**If yes** Other nationality:

National ID number:  If applicable

Passport number:  If applicable

## Passport Details

Passport type:  Regular  Official  Diplomatic

Passport number:

Issuing country:

Issuing authority:

Issue date:  DD/MM/YYYY

Expiry date:  DD/MM/YYYY

## Applicant Contact Details

Phone number:

Email address:

Current address:

## Travel Details

Date of entry into Ghana:  DD/MM/YYYY

Date of departure from Ghana:  DD/MM/YYYY

Length of stay:  Days

Do you have an onward or return ticket booked?  
 Yes  No

**If yes** Flight number:

How will you enter Ghana?  
 Air  Sea  Land

Have you previously visited Ghana?  
 Yes  No

**If yes** Date of last visit:  DD/MM/YYYY

Funds available for trip to Ghana:  
 £

### Travel History

Have you ever been refused a visa for Ghana?

Yes  No

Have you ever been refused entry into or deported from Ghana?

Yes  No

Do you have a criminal record in Ghana or any other country?

Yes  No

Do you suffer from any mental disorders?

Yes  No

Do you suffer from any communicable disease?

Yes  No

**IF** you have answered yes to any of the above questions, please provide further detail on an additional sheet.

### Employment Details

Employment status:  Employed  Student  Retired

Please complete this section if you have selected **employed or student**.

Occupation:

Company/Educational institution name:

Company/Educational institution address:

Company/Educational institution telephone:

### Reference/Hotel in Ghana

Name:

Email address:

Telephone number:

Address:

### Host in Ghana

Is your host in Ghana the same as your reference/hotel?

Yes  No

**If no**

Name:

Telephone number:

Email address:

Address:

### Sponsor details

Who is paying for your trip?

Self  Other organisation/individual

Please complete this section if you have selected **other organisation/individual**.

Organisation/individual name:

Email address:

Telephone number:

Address:

### UK Immigration Share Code

Not Applicable

This can be obtained at: [www.gov.uk/view-prove-immigration-status](http://www.gov.uk/view-prove-immigration-status)

Please tick to confirm your application details:

I, the applicant, hereby certify that I have read, or have had read to me, all the questions and statements on this application and understand all the questions and statements on this application. The answers and information furnished in this application are true and correct to the best of my knowledge and belief.

Print name (BLOCK CAPITALS): .....

Date: ..... DD/MM/YYYY