



# GHANA VISA INSTRUCTIONS

## FAQ:

### WHAT IS A VISA?

A visa is an endorsement or stamp placed in your passport by a foreign government allowing you to enter and stay in that country for a specified period of time.

### DO I NEED A VISA?

**If you have a U.S. Passport:** Yes! All U.S. passport holders traveling to Ghana are required to obtain a visa prior to departure.

**If you have a passport from another country:** Please contact the embassy of your country of citizenship for visa instructions. You should call the nearest district office of the USCIS, the U.S. Citizenship and Immigration Service, for information on the documents necessary for you to leave and re-enter the United States. This is your responsibility.

### HOW DO I APPLY FOR MY VISA?

**Step 1:** Complete the “Passport Details” and “Passport Upload” tasks in your CIEE online account. With this information, our Ghana staff can request an admission letter, which is required to apply for your visa.

**Step 2:** Make sure you have all these documents ready:

- Passport: You will need to surrender your passport to the Embassy of Ghana. They will mail back your passport with your visa attached. Visa processing can take several weeks so do not plan international travel during this time.
- Visa Application Form
- Copy of Birth Certificate
- ID Style Photos
- Admission Letter from CIEE Ghana
- Proof of Travel Arrangements
- Copy of Both Parents State-Issued IDs or Passports
- Notarized Parental Consent to Travel

**Step 3:** Apply for your visa. ***We strongly recommend applying for your visa through Trvisa.*** For a reasonable processing fee, Trvisa will review your documents to ensure that everything is in order before submitting your application to the Ghana consulate. This speeds up the visa processing time, reduces the risks of delays or rejection, and saves you from having to make an in-person appointment.

Trvisa has created a webpage for CIEE participants here:  
<https://visas.trvisa.com/CIEE-highschoolprogram>

Select your program (Ghana: Promoting Children’s Rights & Education) at the bottom of the page to review the documents required with your visa application.

*If you choose not to apply through Trivisa, please contact us at [hsummerabroad@ciece.org](mailto:hsummerabroad@ciece.org) by April 5, 2019 to discuss your visa application plan. If you are not planning to use Trivisa for processing your visa application, please note that you run the risk of a delayed or rejected visa.*

**Step 4:** Once you have received your passport back in the mail with your visa affixed, upload a photo/scan of your visa to the “Visa Upload” task in your CIEE online account.

## VISA FEES

**Trivisa Service Fee:** \$130.00 (includes UPS next day air shipping)

**Visa Scan:** \$15.00 (optional service provided by Trivisa)

**Consular Fee:** \$60.00 for a single-entry visa for Ghana.

## THINGS TO KNOW:

**Single Entry visas for Ghana are valid for 90 days.**

Therefore, you should not apply for your visa more than 60 days prior to the start of your program, to ensure that your visa remains valid for the duration of your time in Ghana.

**Complete the visa application form by typing in CAPITAL LETTERS.** The consulate will not accept handwritten applications.

When completing the Ghana visa application, you will need to provide the address for accommodations and the inviter to your program. Read below for this information:

### Contact Person #1

**Name:** Kwasi Gyasi-Gyamerah (CIEE Center Director)

**Hotel Name:** International House, University of Ghana

**Mailing Address:** Private Mail Bag 31

**City/Region:** Ghana, West Africa

**Telephone:** +233 26 462 2251

### Contact Person #2:

**Name:** Janet Boafo (CIEE Program Coordinator)

**Hotel Name:** International House, University of Ghana

**Mailing Address:** Private Mail Bag 31

**City/Region:** Ghana, West Africa

**Telephone:** +233 26 301 6564

**Make sure that your U.S. Passport is valid for at least six months beyond your stay in Ghana.** Your passport must also have at least one blank visa page. You must send your actual passport to Trivisa. You cannot submit a photocopy of your passport instead of the original. The visa must be affixed to your passport by a consular official and cannot be mailed separately to you.

**Please note that visa policies are subject to change.** You should always reference either Trivisa’s visa guidelines or your consulate’s website for the most up-to-date information on the Ghana visa process. This information included in this document should be used only as a guide; the Consulate or Trivisa is the ultimate source and expert.

**If you have any questions please contact us at [hsummerabroad@ciece.org](mailto:hsummerabroad@ciece.org) or 207-553-4292**

