



VISA REQUIREMENTS FOR SPORT VISA

(Tournament or trials for transfer)

Each applicant has to present all documents listed below. Note that the originals will not be given back.

	✓	X
1 Visa Application		
One completed Schengen visa application form duly filled in, dated and signed https://www.sem.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html	<input type="checkbox"/>	<input type="checkbox"/>
Minors: (under the age of 18) Both parents must sign the visa application forms and add copies of their passports as well as a copy of the child's birth certificate. If there is only one guardian please present proof of custody such as divorce papers, birth or death certificate, custody order, etc. If one parent is unable to sign the forms, he/she must submit a letter of agreement together with a copy of his/her passport bearing the signature of the holder. If the child is travelling with only one parent, the written consent of the other parent is required as well as a copy of the passport of the latter bearing the signature.	<input type="checkbox"/>	<input type="checkbox"/>
One recent passport-sized colour photograph, in accordance with the guidelines of International Civil Aviation Organization (ICAO), with a white background, not damaged and stapled. https://home-affairs.ec.europa.eu/system/files_en?file=2016-12/icao_photograph_guidelines_en.pdf	<input type="checkbox"/>	<input type="checkbox"/>
2 Travel documents		
Original passport valid for further three months after the intended departure from the Schengen area and one copy of all relevant passport pages (data page, pages containing previous Schengen, UK, US or Canadian visas).	<input type="checkbox"/>	<input type="checkbox"/>
It shall contain at least two blank pages and should have been issued within the previous 10 years. Please also submit all previous passports, either valid or cancelled.		
For foreign nationals residing in Ghana: A photocopy of the valid residence permit. It must be valid for further three months after the intended departure from the Schengen area.	<input type="checkbox"/>	<input type="checkbox"/>
If the primary destination is not a Schengen country, the visa for that country must be obtained first.	<input type="checkbox"/>	<input type="checkbox"/>
Photocopy of birth certificate	<input type="checkbox"/>	<input type="checkbox"/>
A computer printout of the flight reservation / booking including return flight (no ticket).	<input type="checkbox"/>	<input type="checkbox"/>
Proof of accommodation: <ul style="list-style-type: none"> • Photocopy of hotel reservation in Switzerland/Belgium/Latvia and other Schengen States covering the whole period of stay. 	<input type="checkbox"/>	<input type="checkbox"/>
Proof of travel medical insurance covering the entire period of intended stay, valid for all Schengen States. Original and one copy thereof. Please refer to Embassy's list of accredited local insurance companies: <ul style="list-style-type: none"> • Minimum coverage of EUR 30'000. • Repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. • Policy must state policy number, name of insured applicant, dates of coverage until last day of departure from Schengen states, as well as scheduled benefits (please allow for extra days for the embassy to be more flexible with the duration of the visa). 	<input type="checkbox"/>	<input type="checkbox"/>
	✓	X
3 Justification of the stay		
Original invitation letter from the organiser/sponsor company/club to participate in the tournament.	<input type="checkbox"/>	<input type="checkbox"/>
The invitation, duly signed, must be sent by e-mail to accra.visa@eda.admin.ch prior to the appointment date given to the applicant		

- Applicants invited by a football club in **Belgium**, are obliged to provide an original declaration of guarantee (*Engagement de prise en charge type 3 bis*). The document must be **accepted on the back page** (section F) and **bear a dry stamp** from the “*Office des étrangers*” (Service Public Fédéral Intérieur) in Brussels. The form must not be older than 6 months from the date of issue.
- Applicants invited by a football club host in **Latvia** are obliged to provide an official invitation form (*Invitation for Requesting a Visa*), which must be **stamped by the Office of Citizenship and Migration Affairs of the Ministry of Interior in Latvia**. On the day of submission, this document should not be more than 3 months old from the date of issue.
- Original letter of introduction from Ghana Sports Council and/or respective sports association/federation.
- Original letter from the Ghana Football Association or the respective sports association/federation, confirming that they have no objections to the transfer and leave letter from the local club (in case of trials for intended transfer).
- If applicant is below 18: original written consent of both parents.
- Proof of athletic ability:
CV, world rankings, trophies, invitation to national team, national caps, evidence of personal records, etc..

4 Proof of sufficient financial means to cover the cost of the trip

Original of personal and company's current bank statement (if applicable) for the past 3 months showing sufficient means of subsistence (approx. CHF 100 per day) to cover all costs during the trip.
The applicants name must appear on the statements. (Neither cash nor bank letters are accepted).

Original introduction letter from the Ghanaian company stating expenses and purpose of the trip, if applicable.

Photocopy of Ghanaian company's business registration certificates, “Form A”, tax clearance certificate and bank statement, if applicable.

5 Proof of the applicant's occupational status

For employees:

- Original and signed letter of employment with indication of annual leave
- Photocopies of salary slip of the last 3 months or contract.

For students:

- Original letter from the university or school with indication of approved period of leave.

6 Visa fee

Visa fee

Please be aware:

- For all types of Schengen visas, the process time can take up to 15 days
- During the visa processing time, no passport withdrawal is possible

In some individual cases, additional documents may be requested. Presentation of the documents does not automatically lead to the issuance of a visa. Possession of a visa does not confer an automatic right of entry. The ultimate decision regarding admission to the Schengen territory lies with the Border Authorities upon arrival.