



## VISA REQUIREMENTS FOR BUSINESS VISA

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

- One completed **Schengen visa** application form duly filled in, dated and signed

<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

**Minors:** (under the age of 18)

**Both parents must sign the visa application forms and add copies of their passports as well as the full version of the birth certificate of the child with a copy. If there is only one guardian please present the legal documentation thereof, (divorce papers, birth or death certificate 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.**

- One recent passport-sized colour photograph with a white background<sup>1</sup>, not damaged and stapled.
- Original passport valid for further three months after the intended departure from the territory of the Schengen States and 1 copy of all relevant passport pages (data page, pages containing previous Schengen, UK, US or Canadian visas). 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 Non-Ghanaian nationals a photocopy of the valid residence permit (valid for further three months after the intended departure from the territory of the Schengen States) and re-entry permit for Ghana.
- If the main travel destination is not a Schengen country, the valid visa for the country of next or final destination must be obtained first.
- Flight reservation / booking including return flight (no ticket).
- Proof of accommodation: Photocopy of hotel reservation in Switzerland/Belgium/Latvia and other Schengen States covering the whole period of stay.
- 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:
- 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 ensured applicant, name of ensured 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).
- Copy of invitation letter from a company or an authority to attend a meeting, conference or event or other documents, which show the existence of trade relations or relations for work purposes. The invitation must contain name, first name, date of birth (exactly same as in the passport) for every invited person, including finances of trip, accommodation (if applicable) and duration of visit. **The invitation, duly signed, must be sent by e-mail to [accra.visa@eda.admin.ch](mailto:accra.visa@eda.admin.ch) prior to the appointment date given to the applicant.**

<sup>1</sup>See the specifications according to ICAO standards available online  
([http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex\\_A-Photograph\\_Guidelines.pdf](http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf))

**Please turn the page**

- Copies of proof of business ties with inviting company: invoices, orders, proof of down payment, if applicable.
- Original introduction letter from the Ghanaian company stating expenses, if applicable.
- Copy of Ghanaian company's business registration certificates, "Form A", tax clearance certificate and bank statement.
- Original of personal or 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).
- For self-employed: copy of business papers, such as business registration certificate, company's code/ form A, tax clearance certificates, proof of active business (bills of lading, import declaration form, invoices, etc.).
- For employees: original and signed letter of employment with indication of annual leave, copies of salary slip of the last 3 months or contract.
- Visa fee

**In some individual cases, additional documents may be requested. Presentation of the documents does not automatically lead to the issuance of a visa and 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.**