



VISA REQUIREMENTS FOR VISIT VISA

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

- 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 background¹, not damaged and stapled.
- Original passport valid for further three months after the intended departure from the territory of the Schengen States and one 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 has to be obtained first.
- Flight reservation / booking including return flight (no ticket).
- Proof of accommodation: Copy of hotel reservation or invitation letter from the host confirming accommodation at their residence 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).
- Invitation letter signed by the host. The invitation must contain name, first name, date of birth (exactly same as in the passport), with a copy of the either his/her passport or identity card and resident permit (if applicable), for every invited person as well as the purpose and duration of visit. If the host has a "carte de légitimation" - letter from the employer not older than three months, confirming that she/he is employed by the permanent mission/international organization.
- For **Switzerland:** In certain cases, a "Declaration of Guarantee" may be required. This form will be given to the applicant, if the financial situation is considered insufficient to undertake the trip. The applicant must complete this declaration with his/her personal data and send it to the host in Switzerland. The

¹See the specifications according to ICAO standards available online
(http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf)

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host has to get it stamped by the municipal authorities for foreigners at his place of residence. This process will take about one month.

Applicants invited by a host in **Belgium**, are obliged to provide the “Engagement de prise en charge” document if their Belgian host is sponsoring their entire trip. This must contain an invisible dry stamp on it from the “Office des étrangers” in Brussels and must not be more 6 months old from the date of issue.

Applicants who are sponsoring themselves to visit a host in Belgium do not necessarily need this document

It is mandatory that, applicants invited by a host in **Latvia** provide the “**Invitation for Requesting a Visa**” Form, which must be stamped by 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.

Applicants who are sponsoring themselves to visit a host in Latvia do not necessarily need this document.

- 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.**
- Copy of Swiss/Belgium/Latvia residence permit or Swiss/Belgium/Latvia passport from the host; as well as copy of bank statement and salary slips for the last 3 months in case the host is covering for the cost of travel and stay. If the host has a “carte de légitimation” - letter from the employer, confirming that she/he is employed by the permanent mission/international organization.*
- 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.
- For students: original introduction letter from the university or school.
- 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.