

For all Schengen embassies in Ghana

### **COMMON CHECKLIST OF SCHENGEN VISA REQUIREMENTS**

**All documents should be submitted in ORIGINAL and from all documents a full set of photocopies is required. Please arrange your documents according to the checklist.**

**Original documents should be separated. If these requirements are not met, this may lead to a delay or refusal of your visa application.**

#### **GENERAL REQUIREMENTS (for all visa categories)**

- VALID PASSPORT, MINIMUM 3 MONTHS AFTER SCHEDULED/INTENDED RETURN
- PREVIOUS PASSPORTS (IF AVAILABLE)
- IF MINORS (BELOW 18 YEARS OF AGE) ARE NOT ACCOMPANIED BY ONE OF THE PARENTS: PARENTAL CONSENT OF BOTH PARENTS AND COPIES OF THEIR ID/PASSPORTS
- 1 RECENT PASSPORT SIZED PHOTO
- 1 COMPLETED AND SIGNED SCHENGEN VISA APPLICATION FORM **(SPANISH VERSION ONLY)**
- BOOKING SLIP OR RESERVATION FOR RETURN TICKET **(DO NOT BRING TICKET!!)**
- BIRTH CERTIFICATE **(for minors travelling with one parent, the birth certificate of the minor must be legalised.)**
- TRAVEL HEALTH INSURANCE VALID FOR ALL SCHENGEN STATES (SEE SEPARATE COMMON LIST). **SHOULD BE EXTRA 15 DAYS AFTER THE INTENDED DEPARTURE FROM THE SCHENGEN STATE.**
- DIPLOMATIC PASSPORT HOLDERS HAVE TO SUBMIT A NOTE VERBALE
- VISA FEE (IF APPLICABLE)
- PROOF OF ACCOMMODATION / HOTEL RESERVATION
- PROOF OF SOCIAL AND ECONOMIC TIES OF COUNTRY OF RESIDENCE:
  - A. Evidence of social ties, such as marriage certificate (if applicable), birth certificates of dependent children (if applicable), official leave letter from the university or school including proof of paid school fees and school reports, if applicable
  - B. Original Bank statements of the last 3 months (for Microfinance statements see <sup>1</sup>)
  - C. Employment letter stating terms and monthly income (if employed)
  - D. Salary slips of the last 3 months or contract (if employed)
  - E. Business papers such as: business registration certificate, tax clearance certificates, proof of active business (bills of lading, import declaration forms, invoices (if self-employed))
- PROOF OF SUFFICIENT FINANCIAL MEANS FOR INTENDED STAY
  - A. Generally all costs of the trip need to be covered by the applicant. Only the personal and globally accessible bank account is suited as proof of financial means. The necessary amount depends on the type and length of the intended stay
  - B. If costs of the trip cannot be covered by the applicant: you need to check with the Schengen embassy where you submit the application for specific details what is required; guarantee letter from Municipality or approval letter by the national Police

#### **ADDITIONAL REQUIREMENTS FOR AIRPORT TRANSIT VISA APPLICATION**

**Please note that only transit through one airport within the Schengen area is an airport transit. If your flight connection includes more than one airport within the Schengen area, you are entering Schengen and you need to apply and obtain a regular Schengen visa**

- INVITATION AND VISA/RESIDENCE PERMIT FOR FINAL DESTINATION IF APPLICABLE
- PROOF OF PURPOSE OF THE TRIP TO COUNTRY OF FINAL DESTINATION

#### **ADDITIONAL REQUIREMENTS FOR TOURIST VISA APPLICATION**

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<sup>1</sup> Please be informed that Schengen embassies do not accept or consider bank statements from unlicensed microfinance institutions or unlicensed banks. In general lists of officially licensed finance institutions can be found on the homepage of the respective banks in charge of licensing (e.g. [www.bog.gov.gh](http://www.bog.gov.gh)). Using a bank statement from a microfinance institution or a rural bank is NOT recommended for a Schengen visa application!!

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- SHOW PLAUSIBLE TRAVEL ITINERARY

#### **ADDITIONAL REQUIREMENTS FOR PRIVATE OR FAMILY VISIT VISA APPLICATION**

- IF INVITED BY A PRIVATE PERSON, SIGNED INVITATION LETTER FROM NATIONAL AUTHORITY AND A COPY OF THE HOSTS' EU PASSPORT OR RESIDENCE PERMIT
- IF INVITED BY AN INSTITUTION, CHURCH TO SUBMIT A SIGNED INVITATION
- PROOF OF FAMILY RELATION TO EU HOST IF APPLICABLE

#### **ADDITIONAL REQUIREMENTS FOR BUSINESS VISA APPLICATION**

- SIGNED INVITATION LETTER FROM INVITING COMPANY IN THE EU
- VERIFIABLE PROOF OF BUSINESS WITH INVITING COMPANY OR PROOF OF DOWNPAYMENT, IF APPLICABLE
- LETTER FROM COMPANY IN COUNTRY OF RESIDENCE STATING PURPOSE OF THE TRIP
- COPY OF INVITING PARTIES' ENTRY IN NATIONAL COMMERCIAL REGISTER

#### **ADDITIONAL REQUIREMENTS FOR SPORTS (TOURNAMENT OR TRIALS FOR TRANSFER)**

- LETTER OF INVITATION FROM ORGANIZER, INVITING COMPANY OR SPORTS CLUB
- LETTER OF INTRODUCTION FROM GHANA SPORTS COUNCIL AND RESPECTIVE SPORTS ASSOCIATION/FEDERATION THAT THEY HAVE NO OBJECTION
- PROOF OF SPORTING ABILITY (CV, WORLD RANKING, TROPHIES, SELECTION FOR NATIONAL TEAM, PERSONAL RECORDS)

#### **ARTISTS FOR RECORDING / CONCERT / FESTIVAL / PERFORMANCE / LESSONS VISA**

- INTRODUCTORY LETTER ASSOCIATION MUSICIAN CARD & PROOF OF MUSICAL ACTIVITIES
- FOR RECORDING: STUDIO CONTRACT & TRANSFER SLIP FOR INSTALLMENT OF STUDIO FEES
- FOR LESSONS: CONTRACT STATING DURATION AND PAYMENT
- FOR FESTIVALS OR CONCERTS: DETAILED CONCERT SCHEDULE, CONTRACT STATING DURATION AND PAYMENT

#### **ADDITIONAL REQUIREMENTS FOR MEDICAL VISA APPLICATION**

- LETTER FROM LOCAL DOCTOR STATING DIAGNOSIS
- LETTER FROM NATIONAL HOSPITAL/DOCTOR STATING AGREEMENT TO TREAT PATIENT AND EXPECTED DURATION OF TREATMENT
- OVERVIEW OF ESTIMATED COSTS OF SURGERY / TREATMENT
- PROOF OF SUFFICIENT FINANCIAL MEANS FOR THE TREATMENT AND COSTS OF LIVING DURING THE STAY
- PROOF OF ADVANCE PAYMENT OF 50% - RECEIPT FROM NATIONAL HOSPITAL / DOCTOR

#### **ADDITIONAL REQUIREMENTS FOR INTERNSHIP / TRAINING / LANGUAGE COURSES VISA**

- LETTER FROM HOST INSTITUTION OR CONFIRMED REGISTRATION
- INFORMATION ON DURATION (WORKING HOURS A WEEK), IF APPLICABLE
- INFORMATION ON EXPECTED SALARY, IF APPLICABLE
- PROOF OF PAYMENT OF THE COURSE (FOR LANGUAGE COURSES/TRAINING)

#### **ADDITIONAL REQUIREMENTS FOR TRADE FAIRS VISA APPLICATION**

- **FOR VISITORS:** Trade fair ticket, introduction letter registration from the company in country of residence; country of residence company's business registration certificates and "Form A", tax clearance certificate and bank statement
- **FOR EXHIBITORS:** Exhibitor ID, proof of payment, introduction letter from company in country of residence and country of residence business registration certificates and "Form A", tax clearance certificate and bank statement (*Exhibitors are exempted from the visa fee*)

#### **ADDITIONAL REQUIREMENTS FOR ATTENDING A FUNERAL VISA APPLICATION**

- DEATH CERTIFICATE OF THE DECEASED
- BIRTH CERTIFICATE OF THE DECEASED
- CONFIRMATION OF THE APPOINTMENT FROM THE FUNERAL COMPANY

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