



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## GHANA BUSINESS 3 DAYS VISA FOR UNITED KINGDOM NATIONALS

- Visa Application Form
  - Visa form completed online. Print out twice and sign both. [View Form](#)
  - You will also find a link to the application form in our document pack.
  - Question number 8 of the online visa questionnaire form asks you to choose which Processing office to apply to. You must choose the 'London Premium Application Center' (this is an agency acting on behalf of the Ghana Embassy).
  - The visa must be paid for online, and then an additional £56.40 at the Visa centre on the day of the appointment (this is included in the visa fee displayed on the Regent Visas website).
  - Then in Question 9 it asks which type of service. You must choose either Priority- 24 Hours or 72 Hours. The speed of issuance affects the visa fee.
  - In Question 10 the Mode of Submission you must choose is 'Counter Service's
  - You will be asked to make an appointment, the Ghana High Commission operates an appointment system only. Contact us to advise us of the appointment please.
- At the end of completing the visa form you must choose the payment option:
  - If you chose the Priority-24 hour service then choose pay at Counter.
  - In either case Regent Visas can pay on your behalf.
- Passport
  - Has to have at least 2 blank pages opposite each other.
  - Has to be valid six months on the day of lodging.
  - Also supply a colour copy of the photo page of the signed passport.
- Photograph
  - Supply one original recently passport sized colour photographs of photo booth quality on an off whitish background.
- Flight Itinerary
- UK Company letter
  - Include the following points:
    - Must state the length of the visa required, and how many entries.
    - State the purpose of the trip.
    - Applicants Name.
    - Be Addressed to the Embassy.
    - Accept financial responsibility for the applicant
- You will be asked to make an appointment when completing the visa form as the Ghana High Commission operates an appointment system for lodging applications. You will need to print out the appointment confirmation and include it with your documents. Call us to advise us of the appointment.
- Specimen of applicants signature. This can be scanned onto A4. It must match the signature in the passport.
- A scan of a new recently taken passport sized photo on a whitish back ground. This needs to be uploaded online as part of the visa application process.
- Visa document checklist.
  - Print off the check list from the Embassy site when you have completed the form and include it with your visa form.
- Ghana Authorisation letter:
  - This must be printed out from the Ghana website and completed by hand when you when complete the visa form online. This is to give Regent Visas the authority to lodge and collect your visa application on your behalf.
- Hotel Confirmation
- Invite Letter:

## GHANA BUSINESS 3 DAYS VISA FOR UNITED KINGDOM NATIONALS

- State the purpose of the trip.
- Applicants Name.
- Be addressed to the Embassy.
- Must state how many entries are needed
- Coloured copy of the passport details page of the person who signed the Ghana invite letter.
  - If the person is a foreigner then include a colour copy of their Ghana Residence permit.
- In addition the following documents must be uploaded onto the Embassy website when completing the form online:
  - Scanned recently taken passport sized photo
  - Copy of the applicants passport details page
  - Flight confirmation
  - UK Employers letter
  - Invite company letter from Ghana
  - Copy of the applicants signature specimen
  - Copy of the passport details page of the person who signed the Ghana invite letter. Including the Ghana residence permit if applicable.
  - Yellow Fever vaccination Certificate
  - Hotel Reservation
  - Resident Permit (if applicable)
- Regent Visas Order Form
  - You will find this in our document pack.
- Important Information:
  - A reference number is provided when you create the form allowing you to re enter to amend/upload documents. You cannot amend the form once it is submitted and paid for.
  - If you miss your appointment you contact the High Commission who can re -schedule it for you.
  - The visa will be issued from the departure date entered on the Visa form by the applicant.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Ghana Business"/>	<input type="text" value="3 days"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE