

Requirements for Students and Language Course Students

The German Embassy in Accra is responsible for processing visa applications of permanent residents of **GHANA, LIBERIA** and **SIERRA LEONE**.

PLEASE NOTE:

- The processing of visa applications in general takes a minimum of 8 weeks, as all student visa applications have to be forwarded to the competent German aliens authority by post for approval. Applicants are encouraged to submit their applications well in advance of the enrolment deadline to allow sufficient time for processing.
- Please note that the processing time for scholarship holders (from DAAD, German universities or other German or European official funds) is 7 days.
- Only the submission of a complete application with all required documents according to this leaflet guarantees a prompt processing of an application.
- All applicants have to apply in person at the German Embassy. **Appointments** can only be booked through the [Embassy's Online Appointment System](#).
- The visa fee is **75.00 Euro, only payable in cash in Ghana Cedi** at the current exchange rate of the Embassy. The processing fee is not refundable in case of denial of the visa.
- Visa application forms are free of charge and are available on the [website of the Embassy](#).
- Due to the high number of visa applications, documents handed in prior to the appointment date will not be accepted.
- In addition to the standard requirements, additional supporting documents may be required, depending on the specific nature of your application. The Embassy does not return forms, photos or any documents in case of refusal or if the application is withdrawn. Fraudulent documents may be sent to the relevant authorities.
- If the visa is granted, it is your duty to verify whether the information printed on the visa sticker is correct and complete and to report any errors to the Embassy immediately. When picking up the passport, a valid travel health insurance covering the period from the first entry into Germany until enrolment at university has to be presented.

The following list allows you to check, by ticking off the boxes, whether you have all the required documents needed for the visa application.

Address:
No. 4, Sam Nujoma Close
North Ridge, Accra
Ghana

Postal address:
P.O. Box GP 1757
Accra
Ghana

Telephone:
(00233) 302 211 000 to 010

Telefax:
(00233) 302 222 78 26

Website:
www.accra.diplo.de

E-Mail:
visa@accr.auswaertiges-amt.de



General requirements (Checklist) ☑:

All the documents itemized below are mandatory and are to be submitted by the applicant during the personal interview **in original plus 2 legible copies of each document:**

- 2 completed and signed visa application forms for a national visa (download the application form [here](#)) – *no copies required!*
- 2 signed declarations according to Sec. 54 Par. 2 No. 8 of the German Residence Act (download [here](#)) – *no copies required!*
- 2 recent passport pictures with white background - *please do not attach to forms!*
- visa fee of 75.00 Euro, only payable in cash in Ghana Cedi
- valid passport and 2 copies of the passport data page
- birth certificate of the applicant, based on the first registration
- marriage certificate and birth certificates of children, if applicable
- proof of acceptance for enrolment into a German university, preparatory or language course
- proof of sufficient knowledge of the German language (Goethe-Institute certificate), if applicable.
- school leaving certificates (WAEC-certificates: BECE, WASSCE)
- university degrees earned (e.g. Bachelor's and Master's degree) and official university transcripts, if applicable
- proof of previous and current employment, internships, national service, HND, if applicable
- Curriculum Vitae and handwritten letter of motivation, signed by the applicant
- proof of financial means of subsistence/living expenses for the whole period of your intended studies in Germany (currently **934.00 Euro for every month** of the first academic year; see below for further explanation) + tuition fees, if applicable
- for residents of Liberia and Sierra Leone: prepaid courier envelope by any major courier service



Information on the requirement of proof of adequate financial means:

The applicant has to show proof of sufficient funds for the entire duration of the studies or courses (no less than **934.00 Euro** per month). If the applicant has to pay tuition fees, the applicant has to provide proof of financing of these additional costs as well.

There are three options to finance your stay:

a) **scholarship** from German/European public funds or by an organisation that promotes education and is approved in Germany. A scholarship from public funds of the applicant's country of origin is also accepted, a blocked bank account will then have to be opened (for further information see below).

b) **formal obligation** ("Verpflichtungserklärung") according to Sec. 66 to 68 of the German Residence Act for the purpose of studies/language course covering the entire duration of stay, signed by a person living in Germany at the local competent office in Germany. The formal obligation can only be accepted as an adequate proof of finance with the remark "*Die finanzielle Leistungsfähigkeit des/der Verpflichtungserklärenden wurde nachgewiesen.*" (The financial capability of the sponsor has been verified).

c) **sponsorship** by a person living in Ghana/Liberia/Sierra Leone. In this case, a letter of sponsorship is required, confirming that the sponsor is willing to support the student with **934.00 Euro** per month for the duration of the studies.

Proof of an **opened blocked bank account** in Germany with an amount of **11.208 Euro** for the first year of your studies has to be **presented during the interview** along with proof of the origin of the funds (e.g. bank statements, payslips, company registration documents). You have free choice of the provider. Information on providers that offer this service worldwide is available on the [website of the Federal Foreign Office](#). Should your visa be denied, the refusal letter can be used to close the account.

Additional information:

Applicants, who intend to study in Germany, are advised to prepare their application by discussing their study intentions with a representative of the DAAD (German Academic Exchange Service):

DAAD Information Centre Accra
c/o Goethe Institute, next to NAFTI
30, Kakramadu Road, Cantonments
Accra

Postal Address: DAAD, c/o German Embassy, P.O. Box 1757, Accra, Ghana

Telephone: +233 261 090939

E-Mail: info@daad-ghana.org

The Information Centre organises a monthly introductory session on study and research opportunities in Germany. Every first Thursday of the month the DAAD team presents the most relevant information in a seminar-style format followed by a question and answer session and individual consultation.

In addition to that, the IC Accra also organises symposia on various university campuses around the country. As a special service, the DAAD country director is available to give presentations on study and research opportunities in Germany upon invitation by a student or professional organisation.

Self-funded students are encouraged to seek advice from the Information Centre before the student visa interview.

All services of the Information Centre are provided free of charge.

For more information visit the [DAAD website](#) or [Facebook page](#).