

Requirements for Schengen Visa and Airport Transit Applications

A 'Schengen' visa is for a short stay (e.g. tourism, a family or friend visit, a business trip) of **up to 90 days in a period of 180 days** within the following countries:

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and Liechtenstein.

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

The German Embassy in Accra processes Schengen visa applications on behalf of **ESTONIA** for residents of **GHANA**.

PLEASE NOTE:

- All applicants have to apply in person at the German Embassy. Appointments can **only** be booked through the [Embassy's Online Appointment System](#). To find out whether you are exempt from booking a Schengen visa appointment and qualify for **Walk-In**, check [here](#).
- The visa application has to be presented to the Schengen Embassy of the country of main destination (determined by the purpose of the journey and the length of stay).
- Only the submission of a complete application with all required documents according to this leaflet guarantees a prompt processing of an application. Applicants are requested to submit complete documents even if they are regular visitors to the Schengen states.
- The processing of Schengen visa applications at the German Embassy takes **7 days**. In individual cases the processing time might increase to **up to 45 days**.
- Applications have to be submitted **at least 15 calendar days** before the start of the planned trip. Applications can be submitted **6 months** before the start of the trip.
- The fee for processing a visa application is **80 Euros**. The visa fee is 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 the duty of the applicant to verify whether the information printed on the visa sticker is correct and complete. Any errors have to be reported to the Embassy immediately upon collection.
- In case of visa refusal, the applicant or an authorized third party may appeal in writing against the refusal stating the file number and mailing address (P.O. Box) of the applicant. Further supporting documents and background information should be provided with the appeal letter. Please note that processing of appeals in general takes at least 4 weeks and may take up to 3 months.

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

Please note: Although the information in this information sheet has been prepared with utmost care, the Embassy cannot accept any responsibility for inaccuracies contained herein.

I. GENERAL REQUIREMENTS (Checklist) ☑:

All the documents itemized below are mandatory and are to be submitted by the applicant during his/her personal interview **in original plus 1 legible copy of each document (unless otherwise specified)**:

- completed and signed visa application form for Schengen visa (download the application form [here](#)) – *no copy required!*
- signed declaration according to Sec. 54 Par. 2 No. 8 of the German Residence Act (download [here](#)) – *no copy required!*
- 1 recent passport picture with white background (please do not attach to form!)
- visa fee of 80.00 Euro, only payable in cash in Ghana Cedi
- valid passport and 1 copy of the passport data page

Validity of passport must exceed the duration of intended stay in Germany by at least 3 months. Passport must contain at least 2 blank pages and must have been issued within the past 10 years.

- previous passports, if available
- original birth certificate of the applicant, based on the first registration
- if minors (below 18 years of age) are not accompanied by both parents: parental consent of both parents and copies of their passport/photo ID. In case of sole parental custody, adequate proof has to be provided (e.g. court order, death certificate of other parent).
- flight reservation for round-trip (no ticket required)
- travel health insurance, covering entire duration of stay and valid for all Schengen States
- proof of accommodation / hotel reservation
- proof of sufficient financial means for intended stay

a) Generally all costs of the trip need to be covered by the applicant. Only a personal and globally accessible bank account is suited as proof of financial means. Proof of financial means include bank statements and payslips.

Please be informed that the Embassy does 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). It is strongly advised against using a bank statement from a microfinance institution or rural bank for a visa application.

b) If costs of the trip cannot be covered by applicant: original formal obligation (“Verpflichtungserklärung”) from the host/institution according to §§ 66 to 68 of the German Residence Act, confirmed by the local immigration office in Germany. Only well-known, major German companies may present an invitation letter instead, which includes a reference to §§ 66 to 68 of the German Residence Act (e.g. Siemens, BASF, Bosch).

- proof of social and economic ties to country of residence
 - a) marriage certificate and birth certificates of dependent children, if applicable

- b) current personal bank statements of the last 3 months
- c) for children and students: official leave letter from school or university, including proof of paid school fees and reports
- d) if employed: letter of introduction from employer and payslips of the last 3 months
- e) if self-employed: business registration certificate & “Form A”, tax clearance certificate, proof of active business (bills of lading, import declaration forms, invoices)

II. ADDITIONAL REQUIREMENTS

depending on purpose of trip (Checklist) ☑:

Airport Transit Visa ☑:

Airport transit privilege does not apply and applicant needs to apply for a regular Schengen visa, if applicant is transiting through two or more airports in the Schengen area.

- visa/residence permit for final destination, if applicable
- proof of purpose of trip to country of final destination (e.g. invitation letter)

Business Visa ☑:

- signed invitation letter from inviting company
- copy of inviting party’s entry in national commercial register
- verifiable proof of business with inviting company or proof of down payment, if applicable
- letter from company in country of residence stating purpose of trip

Visitor Visa ☑:

- signed invitation letter and copy of host’s passport and residence permit
- proof of family relation (e.g. birth certificate), if applicable
- if costs of trip cannot be covered by applicant, formal obligation (“Verpflichtungserklärung”) from host according to §§ 66 to 68 of the German Residence Act
- if purpose of trip is attending a funeral: additionally death certificate of the deceased and confirmation of appointment from the funeral home

Tourist Visa ☑:

- plausible travel itinerary

Medical Treatment ☑:

- letter from local doctor stating diagnosis
- letter from German 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 treatment and costs of living during the stay
- proof of advance payment of at least 50% - receipt from German hospital/doctor

Sports Visa ☑:

- letter of invitation from organizer, inviting company or sports club
- letter of introduction from Ghana Sports Council and/or respective sports association/federation that there is no objection for applicant to engage in tournaments or trials for transfers.
- proof of sporting ability (e.g. CV, world ranking, trophies, selection for national team, personal records)

Cultural Purposes ☑:

- letter of introduction of association and musician card & proof of musical activities
- for recording: studio contract & transfer slip for instalment of studio fees
- for lessons: contract stating duration and payment
- for festivals or concerts: detailed concert schedule, contract stating duration and payment

Internship/Training/Language Course ☑:

- letter from host institution or confirmed registration
- information on duration (working hours a week) and salary, if applicable
- proof of payment of the course (for language courses/training)

Trade Fair Visa ☑:

- Visitors**: trade fair ticket
- Exhibitors**: proof of registration at the trade fair and proof of payment
- letter of introduction from company in country of residence, company's business registration certificate & "Form A", tax clearance certificate and bank statements of the last 3 months