



VISA REQUIREMENTS FOR DIPLOMATIC AND SERVICE PASSPORTS HOLDERS

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

	✓	X
1 Visa Application		
One completed Schengen visa application form duly filled in, dated and signed https://www.sem.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html	<input type="checkbox"/>	<input type="checkbox"/>
Minors: (under the age of 18) Both parents must sign the visa application forms and add copies of their passports as well as a copy of the child's birth certificate. If there is only one guardian please present proof of custody such as divorce papers, birth or death certificate, custody order, 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.	<input type="checkbox"/>	<input type="checkbox"/>
One recent passport-sized colour photograph, in accordance with the guidelines of International Civil Aviation Organization (ICAO), with a white background, not damaged and stapled. https://home-affairs.ec.europa.eu/system/files/en?file=2016-12/icao_photograph_guidelines_en.pdf	<input type="checkbox"/>	<input type="checkbox"/>
2 Travel documents		
Original passport valid for further three months after the intended departure from the Schengen area and one copy of all relevant passport pages (data page, pages containing previous Schengen, UK, US or Canadian visas).	<input type="checkbox"/>	<input type="checkbox"/>
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 foreign nationals residing in Ghana: A photocopy of the valid diplomatic residence permit. It must be valid for further three months after the intended departure from the Schengen area.	<input type="checkbox"/>	<input type="checkbox"/>
If the primary destination is not a Schengen country, the visa for that country must be obtained first.	<input type="checkbox"/>	<input type="checkbox"/>
A computer printout of the flight reservation / booking including return flight (no ticket).	<input type="checkbox"/>	<input type="checkbox"/>
A original note verbale, from the Ministry of Foreign Affairs or from the Diplomatic Mission	<input type="checkbox"/>	<input type="checkbox"/>
3 Justification of the stay		
A original letter of introduction issued by the concerned authority confirming that the applicant is a member of an official delegation travelling to participate to a conference/event, together with a copy of the official invitation from the host organization.	<input type="checkbox"/>	<input type="checkbox"/>
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.		
For business purpose: <ul style="list-style-type: none"> Invitation letter from the company in Switzerland/Belgium/Latvia 		
For tourist purpose: <ul style="list-style-type: none"> Photocopy of hotel reservation in Switzerland/Belgium/Latvia and other Schengen States covering the whole period of stay. 		
For visit purpose: <ul style="list-style-type: none"> Invitation letter from the host with passport copy 		

Please be aware:

- For all types of Schengen visas, the process time can take up to 15 days
- During the visa processing time, no passport withdrawal is possible

In some individual cases, additional documents may be requested. Presentation of the documents does not automatically lead to the issuance of a visa. 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.