



VISA REQUIREMENTS FOR BUSINESS VISA

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

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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 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"/>
Photocopy of birth certificate	<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"/>
Proof of accommodation: <ul style="list-style-type: none"> Photocopy of hotel reservation in Switzerland/Belgium/Latvia and other Schengen States covering the whole period of stay. 	<input type="checkbox"/>	<input type="checkbox"/>
Proof of travel medical insurance covering the entire period of intended stay, valid for all Schengen States. Original and one copy thereof. Please refer to Embassy's list of accredited local insurance companies: <ul style="list-style-type: none"> Minimum coverage of EUR 30'000. Repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. Policy must state policy number, name of ensured applicant, dates of coverage until last day of departure from Schengen states, as well as scheduled benefits (please allow for extra days for the embassy to be more flexible with the duration of the visa). 	<input type="checkbox"/>	<input type="checkbox"/>
3 Justification of the stay		
Photocopy of the signed invitation letter (with proper letterhead) from the host company/organization to attend a meeting, conference or event and any other documents, which show the existence of trade or work relations in Switzerland/Belgium/Latvia.	<input type="checkbox"/>	<input type="checkbox"/>

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| | ✓ X
<input type="checkbox"/> <input type="checkbox"/> |
| The invitation letter must contain: | |
| <ul style="list-style-type: none"> • Name, first name, date of birth (exactly same as in the passport) for every invited person • Contact details as email and phone number of the signatory (inviting person) • Name and passport number of the applicant • Nature of the visit/business • Guarantee of bearing all the accommodation and medical expenses (if applicable). | |
| The inviting company/organization confirms compliance with the applicable Schengen rules. | <input type="checkbox"/> <input type="checkbox"/> |
| <ul style="list-style-type: none"> • The invitation letter must be signed by a person authorized to sign in accordance with the Swiss/Belgian/Latvian Commercial Register ("Handelsregister"). • Please attach a recent photocopy of the extract from the Swiss/Belgian/Latvian commercial register of the company (only the first page and the page with the names of the signatory / signatories on the invitation). | |

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

4 Proof of sufficient financial means to cover the cost of the trip

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| Photocopies of proof of business ties with inviting company; invoices, orders, proof of down payment, if applicable. | <input type="checkbox"/> <input type="checkbox"/> |
| Original introduction letter from the Ghanaian company stating expenses and purpose of the trip. | <input type="checkbox"/> <input type="checkbox"/> |
| Photocopy of Ghanaian company's business registration certificates, "Form A", tax clearance certificate and bank statement | <input type="checkbox"/> <input type="checkbox"/> |
| Original of personal and company's current bank statement (if applicable) for the past 3 months showing sufficient means of subsistence (approx. CHF 100 per day) to cover all costs during the trip. The applicants name must appear on the statements. (Neither cash nor bank letters are accepted). | <input type="checkbox"/> <input type="checkbox"/> |

5 Proof of the applicant's occupational status

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| For self-employed / business owners: | <input type="checkbox"/> <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Photocopy of business papers, such as business registration certificate • Company's code/ form A, tax clearance certificates • Proof of active business (bills of lading, import declaration form, invoices, etc.) | |
| For employees: | <input type="checkbox"/> <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Original and signed letter of employment with indication of annual leave • Photocopies of salary slip of the last 3 months or contract. | |
| For students: | <input type="checkbox"/> <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Original letter from the university or school with indication of approved period of leave. | |

6 Visa fee

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| Visa fee | <input type="checkbox"/> <input type="checkbox"/> |
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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.

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