



## VISA REQUIREMENTS FOR SPORT VISA (Tournament or trials for transfer)

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

- One completed **Schengen visa** application form duly filled in, dated and signed

<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

**Minors:** (under the age of 18)

**Both parents must sign the visa application forms and add copies of their passports as well as the full version of the birth certificate of the child with a copy. If there is only one guardian please present the legal documentation thereof, (divorce papers, birth or death certificate 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.**

- One recent passport-sized colour photograph with a white background<sup>1</sup>, not damaged and stapled.
- Original passport valid for further three months after the intended departure from the territory of the Schengen States and 1 copy of all relevant passport pages (data page, pages containing previous Schengen, UK, US or Canadian visas). It shall contain at least two blank pages and have been issued within the previous 10 years. **Please also submit all previous passports, either valid or cancelled.**
- For Non-Ghanaian nationals a photocopy of the valid residence permit (valid for further three months after the intended departure from the territory of the Schengen States) and re-entry permit for Ghana.
- Flight reservation / booking including return flight (no ticket).
- Proof of accommodation: Photocopy of hotel reservation in Switzerland/Belgium/Latvia and other Schengen States covering the whole period of stay.
- 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:
- 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, 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).
- Original invitation letter from the organizer or the new club/letter of invitation to participate in the tournament. **The Invitation, duly signed, must be sent by e-mail to [accra.visa@eda.admin.ch](mailto:accra.visa@eda.admin.ch) prior to the appointment date given to the applicant.**
- Applicants invited by a football club in **Belgium**, are obliged to provide the "Engagement de prise en charge" document if their Belgian host is sponsoring their entire trip. This must contain an invisible dry stamp on it from the "Office des étrangers" in Brussels and must not be more 6 months old from the date of issue.
- Applicants invited by a football club in **Latvia** are obliged to have an official invitation from the Office of Citizenship and Migration Affairs. <https://www.pmlp.gov.lv/lv/>

<sup>1</sup>See the specifications according to ICAO standards available online  
([http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex\\_A-Photograph\\_Guidelines.pdf](http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf))

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On the day of submission, this document should not be more than 3 months old from the date of issue.

- Original letter of introduction from Ghana Sports Council and respective sports association/federation.
- Original letter from the GFA or the respective sports association/federation, confirming that they have no objections to the transfer and leave letter from the local club (in case of trials for intended transfer).
- If applicant is below 18: original written consent of both parents.
- Proof of sporting ability (CV, world rankings, trophies, invitation to national team, national caps, evidence of personal records, etc.).
- Original of personal or 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).
- For self-employed: copy 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: original and signed letter of employment with indication of annual leave, copies of salary slip of the last 3 months or contract.
- For students: original introduction letter from the university or school.
- Visa fee

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