

Ghana Visa Application Instructions

U.S. citizens need a visa to enter Ghana for tourism. Ghana does not offer visa-free entry for American travelers. For this trip you will need a **single-entry visa**.

You will need to complete the visa application **at least one month prior to travel**. The application is completed online and then **printed out and mailed along with your passport** to the Embassy of Ghana in Washington, DC.

Please note: in addition to the visa, you will need **proof of vaccination for Yellow Fever** when you arrive in Ghana, also known as a [yellow card](#). **DO NOT** mail to Embassy with Visa paperwork. Health officials at all ports of entry carry out vigorous checks on travel documents with respect to Yellow Fever vaccination certificate, so it is crucial that you **carry this with you when traveling**.

Before you begin, you will need:

- To read this information on the application process: [Embassy of Ghana Washington DC, USA](#)
- The visa application form: [Ecims](#)
 - You will need to sign up for an account
- Recent passport photos (taken within the last 6 months)*
- Your passport (with at least 6 months validity past the travel dates)
- A photo/scan of your passport data page (the page with your photo) You can use a link if you ask for a digital copy
- Your flight information saved as a PDF
 - For those flying with the group, use this document for your flight information [BA GROUP FLIGHT DOCUMENT](#)
 - For those who made their own flight arrangements, create a PDF with your Flight Itinerary, [Example Here](#)

*You can either have passport photos taken professionally and request both physical and digital versions (recommended), or you can use your phone to take the photos and print a physical copy. If you take the photos yourself, make sure they strictly adhere to the photo guidelines in the [requirement checklist](#).

Before you begin, we recommend you purchase your FedEx Return Label now as it takes a few hours after you pay for it to arrive in your inbox. Instructions:

Generate a Return label here: <https://ghanapv.org/> Click **Red Box** Center right (Washington DC Applicants)

You want the DC option:



Enter the **address you want your passport returned to**.

Upload the address label file sent to your email and pay the fee. **The file may take a few hours to arrive**. Print a copy of the label and the receipt.

Check the last 3 boxes.

Step one: Create an account at [Ecims](#)



Gateway to Ghana
Applicant Portal

Sign up

Name*
Amanda Dana

Email*
amanda@musiccontactintl.com

Password*
.....

Confirm Password*
.....

[Password Requirements](#)

 **Register**

Already have an account? [Sign in](#)

After you click register, a code will be sent to the email address you entered. Use this to verify the account, then log in.

Once logged in, click Apply for New Visa and select your country of residence.

Proceed to the next page and indicate that you have understood the terms and conditions.

In Step 1, choose “**Tourism Visa**” then “**Temporary visitor for tourism.**” You want a **single entry visa**. On this page you can choose whether you want **standard** or **expedited service** (14 business days vs 7 business days).

1. Visa Type

Tourism Visa

Please provide documentary evidence with application

2. Travel Details / Particulars

Temporary visitor for tourism

The following supporting documents will be required to be uploaded with application.

- Travel Itinerary
- Invitation letter/ Confirmed Hotel Booking
- Signed letter of consent for applicants under 18 years (signed by both parents)
- Valid Ghana Identification of Host in Ghana (Preferably Valid passport or Ghana Card) alternatively Confirmed Hotel Booking can be used

3. Passport type

Ordinary

Please provide documentary evidence with application

Application Details

4. Country of Residence

United States

5. Current Nationality

American - (United States)

6. Nationality at Birth

American - (United States)

7. Other Nationality

Select Other Nationality

8. Visa Validity

Single Entry Visa

9. Processing Office

Washington-DC

10. Service Type

Expedited Service

11. Mode of Submission

Postal Services

Expedited service processing takes up to 7 business days from receipt of documents.

Enter your personal information where indicated. Under Travel Details/Particulars note the travel dates and length of stay- **OUR TRIP IS 10 DAYS departing June 28 not June 27th as it says in the screen shot below.** For "Financial Means at Applicant's Disposal" 1000 is sufficient. **If you are traveling with the Group, under "Do you have a return ticket" you will check no (even though you do!).** You will attach your flight information in Step 6 instead. **If you made your own reservations, click Yes.**

✈ Travel Details / Particulars

27. Duration of Stay

Duration of Stay*

11

Days

▼

11 Days

Processing period is 5 working days after receipt of hard copies of documents. Earliest proposed completion date will be 14-Apr-2026. Completion date may change following receipt and verification of hard copies at the Mission.

28. Date of Departure from Country of Residence

27-Jun-2026

29. Mode of Journey

☒ By Air

☐ By Land

☐ By Sea

30. Do You have Return Ticket?

☐ Yes

☒ No

31. Date of Last Visit to Ghana

Date of Last Visit to Ghan

32. Financial Mode

☐ Cash

☐ Card

☒ Cash&Card

33. Financial Means at Applicant's Disposal in \$

1000

Please enter the Value in US Dollars without symbols e.g. \$1,000.00 should be entered as 1000

Save and go to Step 2.

Enter your personal information where indicated. **Be sure to enter MA where is asks for County-**

Save and go to Step 3.

On this page, you will use the following information for references in Ghana:

Hotel Information

Hotel Name: LaPalm Royal Beach Hotel

Hotel Address: 1 La By-pass Road, La,

Accra Hotel Telephone Number:

+233-302-215-100

Hotel Email Address: reservations@lapalm.net

Hotel GPD/ Digital Address: GL-033-0912

***Note: while there may be fields for additional hotels, you only need to enter one. See example below.**

Host Information

Host: Kwabena Amponsah Akoto (**Don't worry if the last name doesn't appear on**

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the printed form) Scroll down to Pg 6–

Host Address: 47 Auntie Maggie Avenue, Haatso- Accra

Host Telephone Number: +233-244-277-601

Host email Address: kakoto@royalderbytours.com

Host GPS/Digital Address: GE-259-4509

📍 Name and Physical Address of Reference 1 / Hotel in Ghana			
* Name of Reference		* Building No. / Name & Street Name	
LAPALM ROYAL BEACH HOTEL		1 LA BY-PASS ROAD	
* Locality / Town & City		* GPS / Digital Address	
LA, ACCRA		GPS / Digital Address* GL-033-0912	
* Telephone		Mobile	
Code - 233	302215100	Code - 233	Mobile
E.g. 233 277 121212 - Please enter the number as "277121212" without any spaces		E.g. 233 277 121212 - Please enter the number as "277121212" without any spaces	
* Email Address			
reservations@lapalm.net			

📍 Name and Physical Address of Reference 2 / Hotel in Ghana			
Name of Reference		Building No. / Name & Street Name	
Name of Reference		Building No. / Name & Street Name	
Locality / Town & City		GPS / Digital Address	
Locality / Town & City		GPS / Digital Address	
Telephone		Mobile	
Code - 233	Telephone	Code - 233	Mobile
E.g. 233 277 121212 - Please enter the number as "277121212" without any spaces		E.g. 233 277 121212 - Please enter the number as "277121212" without any spaces	
Email Address			
Email Address			

Host in Ghana

Organisation

Organisation

* First Name

KWABENA

* Last Name

AMPONSAH AKOTO

* Address

47 AUNTIE MAGGIE AVENUE

* City

HAATSO-ACCRA

* Country

GHANA

* Host GPS / Digital Address

GE-259-4509

* Phone Number

Code - 233

244277601

E.g. 233 277 121212 - Please enter the number as "277121212" without any spaces

* Mobile Number

Code - 233

244277601

E.g. 233 277 121212 - Please enter the number as "277121212" without any spaces

* Email

kakoto@royalderbytours.com

Save & Go to Step 4

Save and go to Step 4.

On this page, check the box next to “Tick if Sponsor is the same as Applicant.”

Sponsor of Trip

☒ Tick if Sponsor is the Same as Applicant

Check the box next to “Not Applicable” on the next two sections. These sections will then grey out.

Name & Address of Employer in Ghana

☒ Not Applicable

* Name of Employer

Name of Employer

* Address Line 1

Address Line 1*

Address Line 2

Address Line 2

* City

City

* Region

Region

* GPS / Digital Address

GPS / Digital Address

* Telephone

Code -- 233

Telephone

* TIN Number

TIN Number

E.g. 011277121212 - Please enter the number as "277121212" without any spaces

Application Completed by Another Person

☒ Not Applicable

For Persons completing this form on behalf of Applicants who cannot read or write English

The above declaration has been read and interpreted by me in : Language

Language to the applicant and he/she approves of it.

* Full Name

Full Name

* Address

Address

Telephone Number

Telephone Number

* Mobile Number

Mobile Number

Save & Go to Step 5

Save and go to Step 5.

Upload all necessary documents as listed on the final page of the application. **See scanning instructions for Android and iPhone below.** No file can exceed 1MEG so phone scans work best. The form indicates if you need a jpg or a pdf or either. Use simple names that identify the file- ie Travel Itinerary.PDF as opposed to Scan1234 or whatever.

- Use the flight information [PDF here](#) if traveling with the group you as your travel itinerary, or use the PDF you created from your reservation if you made your own arrangements.

- Upload the digital copy of your new passport pic or scan the hard copy they gave you if the link doesn't work where indicated- pic needs to be within last 6 months
- To upload your signature use a blank sheet of paper cut so you can use a quarter of the page for your signature, scan, and upload the image in the designated "Applicant Signature" field.
- Scan a copy of your passport info page
- Use the invitation letter [HERE](#)
- Use the host passport photo [HERE](#) as the host ID

SCANNING TO AN ANDROID PHONE

- Open Google Drive
- Click the + (toward the bottom on right)
- Select Scan
- Frame and take picture, save
- From Files, share to your email account so you can access from your computer if you are completing the application on your computer. Rename according to what the scan is– ie Passport Info Page or Signature

SCANNING TO AN IPHONE

- Go to Notes App
- **Start New Note**
- Click Attach (PAPERCLIP)
- Select Take photo (so that your result is a jpeg)
- Select Use Photo
- From Notes- select your photo, share via email (small mode) so you can download to your computer and rename from the name assigned by Notes to whatever the photo is- ie Passport Info Page or Signature

FOR EITHER ANDROID OR IPHONE—once you have successfully uploaded the doc- you'll see the doc (pic or pdf) to the right– **if you see the file, you don't have to "re-attach"**

Save and go to Step 6.

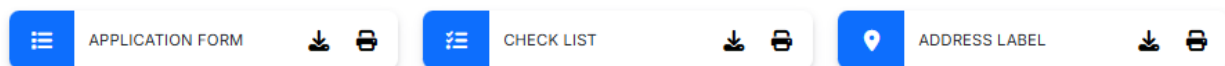
Carefully review the completed form.

Save and continue to payment. \$105.00 or \$145 if expediting.

Enter payment details in the payment portal and wait for the application system to recognize your payment (**this may take a few minutes**).

Once submitted, use the buttons on the page to download the application form, checklist, and address label.

- The checklist tells you what to include in the FedEx envelope
- The address label- give to FedEx to create the mailing address for the envelope
- Sign the 3rd Party Application Form in both places it asks for Applicant's Signature



If you run into any issues, use the chat help feature found on the lower right corner of the main login page. It's staffed by real people (not AI!) who are able to assist.

Print the above documents along with copies of all supporting documents you attached in Step 5.

****Make sure to sign your printed application. BOX #14 Bottom Right****

FedEx guarantees 2 day delivery to the Embassy and you will receive an email from applications@mfa.gov.gh to let you know it was received and that they will send it back 15 days later, so allow 3 weeks.

Include all pages of the **signed** application, completed checklist, visa payment receipt, one physical passport photo, printed copies of all supporting documents, **and your passport** in the application package.

Go to a FedEx location and get two Express envelopes. They will place the printed return label on one envelope and enclose it along with all above items in the second envelope.

Give this address to the FedEx clerk to create a shipping label:

Embassy of Ghana

3512 International Dr NW

Washington, DC 20008

PHONE #: 202-686-4520

Congratulations, you're ready to send your visa application!

You will get an email from applications@mfa.gov.gh confirming the application was received and your timeline for receiving your Passport and Visa back.