

Visa Application Guide | KNUST-ETH Summer School “Sustainable Mobility” 2023

Dear students,

This document entails a detailed step-by-step guide to applying for a Visa, which is a necessary condition to enter the destination that we are headed to for this year’s Summer School: Ghana!

Visa applications need to be precisely filled out as even the smallest of mistakes could lead to delays in the processing of your applications. We therefore ask you to take your time during all the necessary phases and to always double check that your information and the required documents are correct.

It is your responsibility to gather all the documents and submit your application **in time**. At the latest, your printed visa application form and all supporting documents should be sent to the Ghana Embassy in Geneva **by the last week of July** in order to assure a timely processing of your application.

Please note that the **yellow fever vaccination is mandatory for Ghana** and to obtain a visa. **Check with your Swiss health insurance if you can choose freely a travel doctor for the vaccinations and travel preparation, or if you would need to consult e.g. your primary care physician ("Hausarzt") first.** If you can choose freely, we recommend the travel clinic at the University of Zurich. You can use following link to book an appointment according to your availability: [UZH - Travel clinic](#)

Note that vaccinations are valid 10 years if you have already been vaccinated against Yellow Fever.

Please follow this guide meticulously and ensure there are no mistakes when filling out the online Visa Application form. In case of uncertainties and questions, do not hesitate to contact Cynthia Tjin (Cynthia.tjin@nadel.ethz.ch)

Phase 1: Gathering your documents

You will need the following documents to fill out the visa application form **online**. Please make sure that they are **high resolution scans**, but they **may not exceed 1 Megabyte (MB) per file** and must be **saved as a PDF or jpeg, jpg**.

Document number	Document name	Description	Document type
1	Signature	A scan of your signature as a picture - the signature must be identical to the signature in your passport	<i>(.jpg)</i>
2	Passport-sized photograph	1 Hard copy: One recent passport-sized, colored photograph, taken within six months of date of application. The photograph needs to be compliant with official document guidelines. 1 Soft copy: One scan of the original hard copy photograph above <i>(.jpg or .pdf)</i>	<i>(Hard copy)</i> <i>(.jpg or .pdf)</i>
3	Flight itinerary	A scan of the flight booking confirmation. You will receive this document via e-mail.	<i>(.jpg or .pdf)</i>
4	Residence permit	<u>If you are NOT a Swiss national</u> A scan of your residence permit for Switzerland. Please ensure that the front and back are either on the same page or are submitted together as one file. It needs to be valid up until 30.09.2023. <u>If you are traveling with a non-Swiss passport but you have dual nationality</u> A scan of your Swiss ID	<i>(.jpg or .pdf)</i>
5	Yellow Fever vaccination	A scan of your vaccination card showing the PROOF OF YELLOW FEVER VACCINATION (the page(s) submitted must include your personal details: Name and Surname, date of birth and signature) Please make sure, that you fill in and sign the yellow fever vaccination page in your booklet (within red box). The Embassy of Ghana will not accept the yellow fever vaccination without your details and signature!	<i>(.jpg or .pdf)</i>

6	Passport	a scan of your passport page which shows your details and photo (Bio-data page). Please note that your passport must be valid for at least 6 more months at the time of your travel	(.jpg or .pdf)
7	COVID-19 Vaccination	A scan of your valid COVID-19 vaccination certificate including QR code. Please note that your vaccination history does not satisfy this requirement.	(.jpg or .pdf)
8	Letter of invitation from receiving organization	This is the letter written by KNUST, which is sent to you by mail entitled “ Letter of Invitation to KNUST ”.	(.pdf)
9	Letter of introduction from sending organization	This is the letter written by ETH Zurich, which is sent to you by mail entitled “ Introduction of ETH Zurich Students for Visa Application ”.	(.pdf)

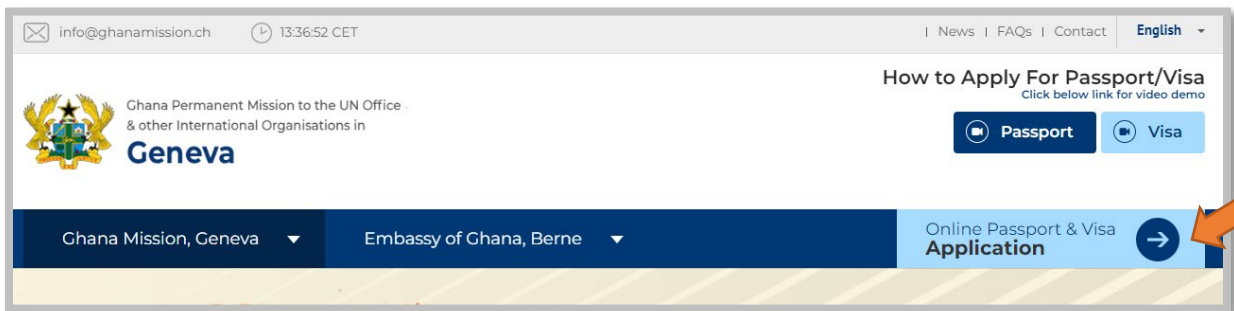
Once you have gathered these documents you will be ready to fill out the visa application.

Phase 2: Filling out the Online Application Form

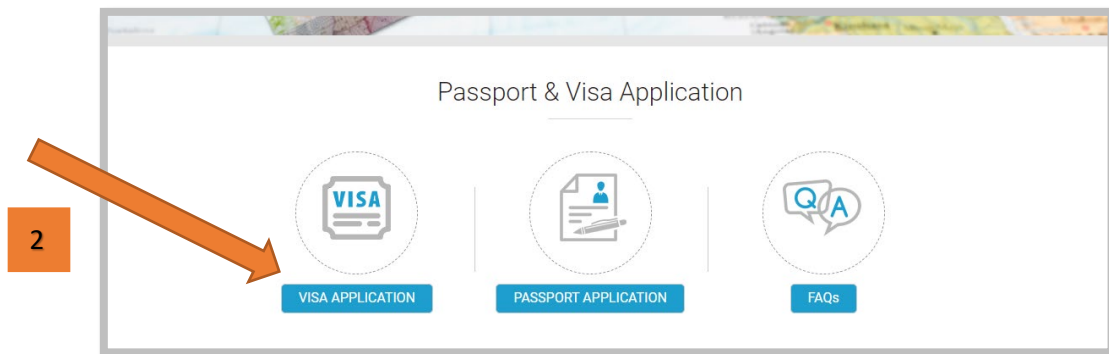
Make sure to have all the gathered documents from the previous phase at hand. For this phase we would like to remind you that it is **imperative** you enter all your data **correctly**.

To open the Application Form to the following web page <https://geneva.mfa.gov.gh/>. Make sure that you are on the web page of the Ghana Mission in **Geneva**, as indicated on the image below

1. Click on the arrow for **“Online Passport & Visa Application”**



2. You will be directed to this interface. Click on **“Visa Application”**



3. Select Language: **English**
4. Select Country of Residence: **Switzerland**
5. Click on **“Continue”**

The screenshot shows the 'Visa Application Pre-Qualification Instructions' form. It includes the following fields and actions:

- 3**: A dropdown menu for 'Select VISA APPLICATION FORM language preference.' with 'English' selected.
- 4**: A dropdown menu for 'Select Country of Residence' with 'Switzerland' selected.
- 5**: A 'Continue' button with a right-pointing arrow.

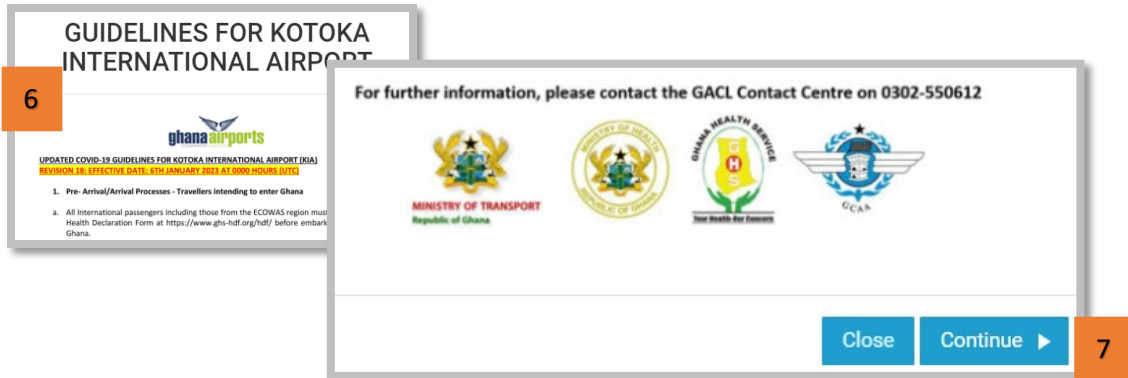
Below the main form, two expanded dropdown menus are shown:

- The language dropdown shows options: English, Select Language, English (highlighted), French, and German.
- The country dropdown shows options: Select, Switzerland (highlighted), and Ukraine.

You will be shown the guidelines for the Airport.

6. Scroll all the way down.

7. Click on “Continue”

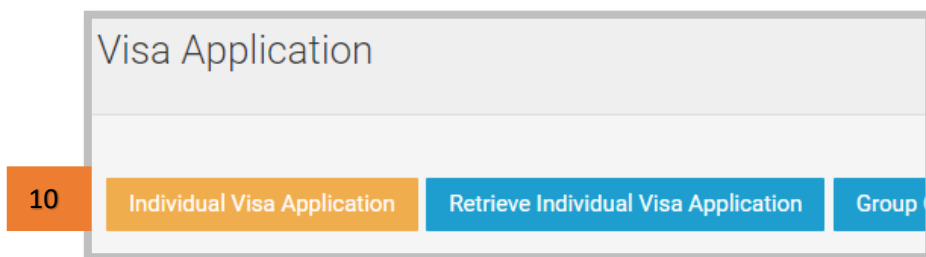


8. Check the “Terms and Conditions”- box

9. Click on “Proceed with Visa Application”



10. You are applying for an “Individual Visa Application”. Click on that field.



You should be directed to your individual visa application, which has 6 steps.

Step 1:

1. Purpose of Travel: **Exchange Visitors / Visiting Scholars**
2. Passport type: **Ordinary** (unless you are a refugee)

Application Details

3. Country of residence: **Switzerland**
4. Nationality: **Your nationality**. N.B.: if you have dual nationality, you select **the country of the passport you will be traveling with to Ghana**
5. Nationality at Birth: **same as above**.
6. Visa Type: **Single Entry**
7. Other Nationality: Leave empty even if you have a dual nationality
8. Processing Office: **Geneva. Do NOT select Berne.**
9. Service Type: **Standard Application**
10. Mode of Submission: **Postal services**. (Important to choose postal services, otherwise you will have to go to Geneva yourself)

Personal Information

11. First & Middle Names: **As indicated on your Passport**
12. Surname: **As indicated on your Passport**
13. Mode of communication: **Email and Text**
14. & 15. Mobile number: it will only allow you to put a mobile number with a Swiss, Ukrainian, or Ghanaian country code. Make sure to follow the model as indicated on the website. Do not include any spaces in the number.
16. & 17. E-mail: **Your e-mail address that you check the most frequently**

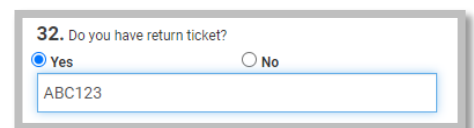
Additional Information

This section you must fill in according to your Passport.

25. Profession / Occupation you shall put: Student

Travel Details

28. Travel Purpose Details: **Exchange visitor and immediate Family**
29. Duration of stay: **30 days**
30. Date of departure from country of Residence: According to the flight's booking confirmation
31. Mode of journey: By air
32. Return ticket: **Yes**. This will open a text box, where you will **enter the booking confirmation code**.
 - a. If you are a participant your code is: **QKCW85**
 - b. If you are a tutor/facilitator your code is: **QKCQCB**
33. Date of last visit to Ghana: Enter date if you have already travelled to Ghana before. Otherwise, you can leave it empty.
34. Financial Mode: **Cash**



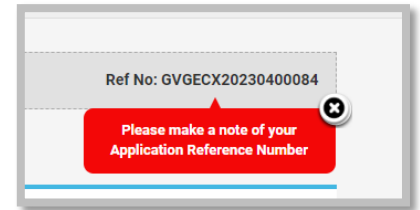
32. Do you have return ticket?

Yes No

ABC123

35. Financial means at applicant's disposal CHF: **500 CHF.** (*This is a formality, you will not be required to bring this amount.*)

Click on **next**. This will generate a reference number at the top of the screen. **Please take a screenshot of this number or note it down.**



Step 2:

Passport Details

- Enter the information according to your passport
- Place of Issue: If your passport does not indicate a place of issue, use the issuing authority.

Travel History / Criminal Convictions

- Check "yes" if you have ever visited Ghana before. Check "no" if not
- All other boxes shall be checked with "No"

Step 3:

Contact Information

- Fill in according to your address in Switzerland.
- In the form you can provide up to 3 Telephone numbers. You can fill in your mobile number for each of them.

Mailing address

- Select the same as the residential address
 - You must be present on the day of delivery to sign for your registered mail. They will not leave it in the mailbox.

Business/Work/School address in Country of Residence

- ETH Zurich
- Clausiusstrasse 37
- 8092 Zurich
- *Your mobile number and your e-mail address*

Name and Physical Address of Reference 1/Hotel in Ghana

- Title: Prof.
- First name: Daniel
- Surname: Duah
- Address: PMB, University Post Office – Kumasi, Ghana
- City and Region: Kumasi – Ashanti Region
- GPS coordinates: 6.678632099024906, -1.573724951595068
- Telephone number: +233 509678182
- e-mail: dean.ipo@knust.edu.gh

Name and Physical Address of Reference 2/Hotel in Ghana

Please fill out this part, even if the online form does not indicate that it is required.

- Title: Prof.
- First name: Esmeranda
- Surname: Manful
- Address: PMB, University Post Office – Kumasi, Ghana
- City and Region: Kumasi – Ashanti Region
- GPS coordinates: 6.678632099024906, -1.573724951595068
- Telephone number: +233 248076460
- e-mail: vice-dean.ipo@knust.edu.gh

Name & Address of Employer in Ghana

- **Check the box “NOT APPLICABLE”**

Step 4:

Host in Ghana

- University Name: Kwame Nkrumah University of Science & Technology
- First Name: Prof. Daniel
- Surname: Duah
- University Address: PMB, University Post Office – Kumasi, Ghana
- City and Region: Kumasi – Ashanti Region
- GPS coordinates: 6.678632099024906, -1.573724951595068
- Telephone number: +233 509678182
- e-mail: dean.ipo@knust.edu.gh

Sponsor of trip

- Organisation: ETH Zurich, ETH for Development
- First Name: Marriette
- Last Name: Mertens
- Sponsor Address: Clausiusstrasse 37, ETH4D CLD B2, 8092
- City: Zürich
- Country: Switzerland
- Mobile Number: +41 772117559
- Phone Number: +41 446338528
- E-mail: mmertens@ethz.ch

Application Completed by Another Person

- **Check the box “NOT APPLICABLE”**

Step 5: Uploading your documents

- You will need to upload all the documents listed on page 2 and 3 of this guide. Please note that for the duly completed and signed application form, appropriate fees and pre-paid self addressed envelope you do not need to upload anything.
- Remember: your files **must not exceed 1 Megabyte (MB) per file, saved as a PDF or jpeg, jpg**
- Only people traveling with a foreign passport need to upload their resident permit or Swiss ID for the item resident permit of all non Swiss.
- When uploading the corresponding document (1), please make sure to **upload** (2). You will know that it has uploaded correctly when you can view the file (3).
- When you have uploaded all your files, make sure to check all the boxes (4) in the first column (except the box for the resident permit for CH passport holders).

List	File Type	File	Upload File
<input checked="" type="checkbox"/> Duly completed and signed Application Form*			
<input checked="" type="checkbox"/> One recent passport-size photograph (Taken within six months of date of application)*	Jpg	View File	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input checked="" type="checkbox"/> Appropriate fees*			
<input checked="" type="checkbox"/> Valid Yellow fever vaccination certificate*	Pdf-Jpg	View File	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input checked="" type="checkbox"/> Pre-paid self addressed envelope *			
<input checked="" type="checkbox"/> Copies of Bio data pages of passport *	Pdf-Jpg	View File	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input checked="" type="checkbox"/> Resident Permit of all non Swiss (mandatory for all non Swiss)	Pdf-Jpg	View File	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input checked="" type="checkbox"/> Evidence of Travel Itinerary*	Pdf-Jpg	View File	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input checked="" type="checkbox"/> Applicant signature (Image resolution - 250px W* 50px H)*	Jpg	View File	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input checked="" type="checkbox"/> Letter of invitation from receiving organisation*	Pdf-Jpg	View File	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input checked="" type="checkbox"/> Letter of introduction from sending organisation*	Pdf-Jpg		<input type="text" value="Choose File"/> Letter of Intr...Dec_2023.pdf <input type="button" value="Upload"/>
<input checked="" type="checkbox"/> Invitation letter from the applicant's Business Associates / Institution in Ghana*	Pdf-Jpg		<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input checked="" type="checkbox"/> Introductory letter from the applicant's organisation in the host country*	Pdf-Jpg		<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

4

3

1

2

Step 6:

- Check the box (1)
- Select Direct Bank Transfer (2)
- Once selected, copy the payment information (3), and download the payment details after submitting your application.
- Submit (4)

Declaration by Applicant

1 I have read and understood all the questions in this application. I shall be fully responsible for the answers and the photograph which are true and correct. I understand that the type of visa, number of entries and duration of each stay will be decided by consuls, and any false, misleading or incomplete statement may result in the refusal of a visa or denial of entry into Ghana . (If there is more information to declare, please provide below)

2 **WARNING**
PLEASE ENSURE THAT ALL INFORMATION PROVIDED ON YOUR APPLICATION IS CORRECT BEFORE YOU PROCEED TO PAYMENT. YOUR APPLICATION CANNOT BE EDITED ONCE PAYMENT IS INITIATED

3 **Visa Fee: CHF:100.00**

Payment Option*
Direct Bank Transfer

Kindly make payment to the following bank details and quote your application reference number as the payment reference. Submit your application with your payment receipt
BANK: BANQUE CANTONALE DE GENEVE (BCGE)
A/c Name: CONSULAR ON-LINE SPECIAL COLLECTIONS ACCOUNT
IBAN: CH27 0078 8000 0507 1591 5
Note that payment must be in Swiss Franc only

4 **Submit**

Print Forms

- Click on Fields (1), (2) and (3). Save all these documents on your computer with your other uploaded documents.

Print Forms

YOUR VISA APPLICATION HAS BEEN SUCCESSFULLY SUBMITTED.PLEASECLICK THE DOWNLOAD LINKS TO TAKE THE PRINT-OUTS OF YOUR APPLICATION FORM, CHECKLIST, ADDRESS LABEL (for counter service only) AND APPOINTMENT SLIP (for counter service only).ENSURE FORM IS SIGNED AND ORIGINALS OF ALL SUPPORTING DOCUMENTS ARE ADDED TO APPLICATION WHEN SUBMITTING AT THE APPROPRIATE MISSION/ CONSULATE WITH THE CORRECT FEES

1 **DOWNLOAD APPLICATION FORM** **2** **DOWNLOAD CHECK LIST** **3** **PRINT ADDRESS LABEL** **VIEW/AMEND UPLOADED DOCUMENTS**

Phase 3: Printing and sending the documents

The downloaded document entitled “Check list” will list all the documents that need to be sent to the Ghanaian embassy in Geneva. The following steps will explain the necessary instructions for some of these documents

Visa Check List	
<input checked="" type="checkbox"/>	Duly completed and signed Application Form
<input checked="" type="checkbox"/>	One recent passport-size photograph (Taken within six months of date of application)
<input checked="" type="checkbox"/>	Appropriate fees
<input checked="" type="checkbox"/>	Valid Yellow fever vaccination certificate
<input checked="" type="checkbox"/>	Pre-paid self addressed envelope
<input checked="" type="checkbox"/>	Copies of Bio data pages of passport
<input checked="" type="checkbox"/>	Resident Permit of all non Swiss (mandatory for all non Swiss)
<input checked="" type="checkbox"/>	Evidence of Travel Itinerary
<input checked="" type="checkbox"/>	Valid Fully Vaccinated Covid-19 Certificate
<input checked="" type="checkbox"/>	Applicant signature (Image resolution - 250px W* 50px H)
<input checked="" type="checkbox"/>	Letter of invitation from receiving organisation
<input checked="" type="checkbox"/>	Letter of introduction from sending organisation
<input checked="" type="checkbox"/>	Invitation letter from the applicant's Business Associates / Institution in Ghana
<input checked="" type="checkbox"/>	Introductory letter from the applicant's organisation in the host country

1. Duly completed and signed Application Form entitled “Visa Application Form”:

- Triple check this form to make sure that all the information is correct. In this case you shall sign the document at the bottom of the first page, **using the same signature that is on your passport and on the image of your signature.**

2. One recent passport-size photograph (Taken within six months of date of application)

- This photograph should be printed on real photography paper (as printed in photo booths)

3. Appropriate fees (100 CHF)

- Go to your online banking and pay the fees according to the payment information.
- Use your application reference number (GV---) followed by your full name as the payment reference. If your name is long, use your first and last names only.
- From your online banking portal print out the payment confirmation and add it to your visa application documents to be mailed to the embassy.

4. Valid Yellow fever vaccination certificate

- It is important that the copy of your valid yellow fever vaccination certificate shows the date of vaccination, and that the personal information is filled out.

5. Pre-paid self-addressed envelope.

- You must send your documents with the Registered domestic mail service from the Swiss postal office, as it will contain valuable items such as your passport. This will enable you to track your envelope. You can find information on how to send a registered letter on this webpage: <https://www.post.ch/en/sending-letters/registered-mail/registered-domestic-mail>. If you have never done it yourself, we recommend you go to your nearest postal office and ask for their help at the counter.
- You will **need 2 registered pre-paid labels**. These need to be stuck separately to 2 different envelopes.
 - Envelope 1 is **addressed to the Ghanaian mission in Geneva**. You must write the address on the “address label” on the front of the envelope. You must also print out the “address label” (downloaded after you submitted your online application), cut out the rectangular shape and glue/stick this label to the front of the envelope. Write your **personal postal address in Switzerland on the back** of the envelope as the sender.
 - Envelope 2 is **addressed to your personal postal address in Switzerland**. You should leave the back of the envelope empty. The embassy will put their address at the back before they mail your passport back to you.
 - **Please note that you have to be present at your address to sign for the passport once your visa application has been processed**. It will not be left in your mailbox.

The address of the Ghanaian mission in Geneva can be found on the document “Address Label”, or here:

Consular Section (Ground Floor)
PERMANENT MISSION OF GHANA
12, ALLEE DAVID-MORSE
1202 GENEVA
SWITZERLAND

- You will put **all the documents from this Checklist into the envelope that is addressed to the Ghanaian mission in Geneva (Envelope 1)**. This means that you also need to **put Envelope 2 into Envelope 1**. Remember to keep record of both tracking numbers.

6. Copies of Bio data pages of passport

- Make sure that all the information and your signature are visible on this copy.

7. Resident Permit of all non-Swiss (mandatory for all non-Swiss)

- The front and back of your permit must be on the same page.

- People with a Resident **permit expiring before September 30, 2023**, must mail their visa application to the embassy **no later than August 1, 2023**. We have received confirmation from the mission that the embassy will process the visa request in 3 business days.

8. Evidence of Travel Itinerary

- A copy of the travel itinerary

9. Valid Fully Vaccinated Covid-19 Certificate

- A copy of your Covid 19 Certificate (does not need to be uploaded, but send it to the embassy in physical form)

10. Applicant signature (Image resolution - 250px W* 50px H)

- The signature **needs to match the signature in your passport and the signature on the Application Form.**

11. Letter of invitation from receiving organization

- This is the letter written by KNUST, which has been sent to you by mail.

12. Letter of introduction from sending organization

- This is the letter written by ETH Zurich, which has been sent to you by mail.

13. Invitation letter from the applicant's Business Associates / Institution in Ghana

- Same as 11. Letter of invitation from receiving organization (just one copy is enough)

14. Introductory letter from the applicant's organization in the host country

- Same as 12. Letter of introduction from sending organization (just one copy is enough)

And the last item to put into this envelope **is your passport**. Please be aware that it may take up to 5 days to process your visa application in case of high application yield. In this period, you will not have your passport. Please make sure that you do not need your passport for the duration of the processing.

Please also note that when you send a registered mail, you need to be physically there to sign for reception of your returned passport.

If you are sure to have put all these documents into the envelope addressed to the Ghanaian Mission in Geneva, you can mail this envelope.

Bravo, you have completed your visa application!