

GUIDANCE NOTES - Visa Application Form VAF14(32)

Please read these guidance notes carefully before completing the form. Information relating to Visa Exemptions, Entry Requirements, Conditions of Issuance, Visa fees and methods of payment can be found at: <https://ghanaembassy.be/consular/visa-application.html>.

1. This form must be completed electronically using [Acrobat Reader v10.0](#) & later. **Warning:** We do not guarantee correct functioning of the application form if any other Portable Document Format (pdf) reader or a browser is used to complete and submit this application form.
2. All entries must be typed **in English** and **you must use the English alphabet only**. This means you must not use letters like à, â, ä, å, æ, ç, é, è, ê, ë, ì, ï, ø, ö, ô, ð, œ, ü, û, ù, þ, ÿ, etc. For example, instead of writing "l'hôtel arrivée", enter "hotel arrivee". You must also avoid the use of special characters like (, [, #, ~, {, \$, €, £, %, }, &, *, ^, =, <, ", /, ?, |, >,],) in any of the information fields. These characters will be rejected by the form.
3. Each input field has pre-configured context-sensitive help giving a brief description of the type and format of information required in that field. Hover the mouse over each input field to display its context help information.
4. You must provide a valid and secure e-mail address in Part 2(p). This e-mail address will be the primary channel of communication with the applicant during the processing period. **Note:** By providing your e-mail address, you are hereby authorizing transmission of correspondence which may include files and some personal information to be sent electronically to you at this address.
5. Part 5 (Parent/Guardian Consent) of the application form must be completed by all applicants under the age of 18 years. All such applicants are required to present a signed 'Letter of Consent' from their parent/guardian. A copy of this letter will be attached to a confirmation e-mailed when the application is submitted.
6. Read over your answers carefully when the form is complete. Once you have satisfactorily checked through, submit your application to the Embassy using the **[Submit Form Data]** button on the application form. **Note:** that the **[Submit ...]** button will only appear when all the form fields have been completed and will disappear when the form data is submitted.
7. An acknowledgement page will be displayed when the form is received by the Embassy. A confirmation message will also be sent to the e-mail address you have provided Part (2p) of the application form. A pre-populated copy of the "**Letter of Consent**" form will be attached to this e-mail if applicable.
8. You only need to submit your application once. You **must** however re-submit the application if you make any change to the information you have already submitted. Your application reference number will change and the **[Submit ...]** button will re-appear in response to any change you make after you have submitted. You will receive a new confirmation e-mail when you re-submit the changes.
9. You must **print** and **sign** a copy of your most recent application form. The signed form must be delivered to the Embassy together with your passport, one (1) recent passport-sized photograph, all supporting documents, the appropriate visa fee and the signed Letter of Consent (if applicable).
10. It is your choice as to which documents you provide to support your application. You must however provide original copies of all documents that you want the Embassy to consider when assessing your application. **Note:** that your application will be denied or visa rendered void if any document provided is subsequently found to have been faked, falsified or incorrect.

Note: Completion of this application form (entering of personal information, submitting the application electronically, signing a copy of the form and delivering it to the Embassy) signifies your voluntary consent for collection, processing and storage of your information by the Embassy. This information will be held safely and securely for the purpose of your application to visit the Republic of Ghana.