



IMPORTANT VISA INFORMATION

Dear Traveler and Family,

As you prepare for your upcoming experience with Global Leadership Adventures, we would like to inform you that a tourist visa is required for your visit to Ghana. This visa must be obtained in advance of your departure from the United States.

We have enclosed complete visa instructions, including a visa questionnaire and an instruction sheet from G3 Global Services, the visa service we recommend. Please note that there are additional requirements listed for travelers under age 18.

We recommend that you apply for your visa 6-12 weeks prior to your US departure. If you wish to apply for your visa more than 12 weeks in advance of departure, please email GLA@g3visas.com to discuss your visa processing. Please use a delivery service with a tracking number, such as FedEx or USPS Express Mail, when sending in your passport and application to the visa service.

Please ensure that your passport has at least two sets of blank pages marked "Visas" and will be valid for at least six months following your tour.

G3 Global Services can assist with new passports and passport renewals, if necessary.

These instructions are for **US citizens only**; if you are not a US citizen, or if you have any questions about the visa process, please contact G3 directly at 888-883-8472 or GLA@g3visas.com.



G3 Global Services
 60 E. 42nd St
 5th Floor, Suite 512
 New York, NY 10165
 888.883.8472
 GLA@g3visas.com

Each Traveler Must Send the Following Documents to G3:

- A color scan of the information/photo page of your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- A digital version of a passport-style photograph; JPG format preferred. The photo must be in color, taken against a plain white background.
- One Ghana Visa eApplication Questionnaire. You may save your answers on the attached fillable PDF and email it directly to G3.
- A copy of your international flight itinerary and your invitation letter from GLA.
- A copy of your International Certificate of Vaccination for Yellow Fever (required).
- Non-U.S. citizens, submit a valid I-94 or copy of Permanent Resident Card.
- If you are under age 18, submit the following additional items:
 - Photocopy of your birth certificate showing both parents' names.
 - Photocopy of both parents' passports (photo/signature page) or driver's licenses.

Email all documents, including this completed order form, to **GLA@g3visas.com**. Once your Application packet has been completed, it will be emailed to you for signature along with a pre-paid inbound FedEx label. Please ship the signed eApplication and physical passport to our G3 New York office for processing.

Contact and Shipping Information:

Provide a street address for FedEx delivery - no P.O. boxes.

Traveler's Name _____
 Parent's Name _____
 Address _____
 City _____ State _____ Zip _____
 Parent's Daytime Telephone _____
 Parent's Mobile Telephone _____
 Traveler's Telephone _____
 Parent's Email _____

We will email you status updates, including a shipping confirmation.

Your passport will be returned via Federal Express. FedEx delivers to residential addresses with no signature required; please note below if you require a signature release for your package. (Redelivery fees may apply.)

Visa Validity: Your Ghana visa will be valid for a single entry with a 30 day stay, and must be used within 90 days of the date of issue.

Travel Information:

Date of US Departure _____ / _____ / _____
 Date Passport Needed _____ / _____ / _____

Special Notes: *Delivery instructions, additional services, etc.*

Fees: *Payment includes G3 service fees and return shipping via Federal Express. Requirements and fees are subject to change without notice.*

Select one:

	FEE	# Travelers	TOTAL
<input type="checkbox"/> Ghana Visa - Concierge Svc. 20 Business Day Processing	[] [] [] []	X [] []	= [] [] [] []
<input type="checkbox"/> Ghana Visa - Concierge Svc. 15 Business Day Processing	[] [] [] []	X [] []	= [] [] [] []

FedEx Overnight Delivery [] [] [] []
Total [] [] [] []

Payment Information:

- All fees are payable to G3 by:
- Credit Card: American Express, Visa, or MasterCard
 - Check or Money Order payable to G3 Global Services

For Payment Via Credit Card:

I authorize G3 to charge the amount of \$ _____ plus a 5% convenience fee to my credit card.

Visa/MasterCard: [] [] [] [] - [] [] [] [] - [] [] [] [] - [] [] [] []

Exp. Date: ____ / ____ Security Code: [] [] [] [] OR

American Express: [] [] [] [] - [] [] [] [] [] [] [] [] - [] [] [] [] [] [] [] []

Exp. Date: ____ / ____ Security Code: [] [] [] []

Name as it appears on the card _____
 Billing Address _____
 City _____ State _____ Zip _____



G3 Global Services
919 18th Street NW, Suite 230
Washington, DC 20006
888.883.8472
GLA@g3visas.com

Global Leadership Adventures

GHANA
Concierge Service

Concierge Service with G3!! Here's How it Works...

STEP ONE: G3 Prepares Your Ghana Visa Application

Due to the complexity of the online Ghana Visa Application, all applicants are required to use G3's Concierge Service to have a G3 associate complete the online application. Email the following documents to GLA@g3visas.com:

- Completed Ghana Visa Questionnaire (attached). You may save your answers on this file and email directly to G3. All questions must be answered in full in order for G3 to complete your application accurately.
- A scan of the information/photo page of your valid signed passport.
- A digital version of a passport-style photograph; JPG format preferred. The photo must be in color and taken against a plain white background.
- Your completed Visa Order Form (attached).
- A copy of your international flight itinerary and your invitation letter from GLA or confirmed hotel reservations.
- A copy of your International Certificate of Vaccination for Yellow Fever (required).
- Non-U.S. citizens, submit a valid I-94 or copy of Permanent Resident Card.
- If you are under age 18, submit copies of the following additional items:
 - Photocopy of your birth certificate showing both parents' names.
 - Photocopy of both parents' passports (photo/signature page) or driver's licenses.

MINOR APPLICANTS ONLY: A barcoded Consent Letter will be prepared by the Ghanaian consular system upon receipt of the above items. This letter will require notarization in the presence of both parents/guardians. G3 will email this letter to you upon preparation; *please then email the signed and notarized letter back to GLA@g3visas.com so that we may proceed with application finalization.*

G3 will email you a PDF of your completed application to print and sign, as well as a pre-paid FedEx airbill to send your documents to G3. Please allow 3 business days for your application to be completed after G3 has received all information. Rush service is available.

STEP TWO: Send the Following Documents to G3

- Your original valid signed passport, plus one photocopy of the information/photo page. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- All forms sent to you by G3, printed and signed.

- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background). Do not wear glasses in the photograph.
- A copy of your international flight itinerary and your invitation letter from GLA.
- A copy of your International Certificate of Vaccination for Yellow Fever.



Ghana eApplication Questionnaire

Email the following to GLA@g3visas.com:

- This completed questionnaire. You may save your answers on this file and email directly to G3. All questions must be answered in order for G3 to complete your application accurately.
- A scan of the information/photo page of your valid passport.
- A digital copy of your passport-style photo.
- Your travel itinerary and your invitation letter from GLA
- Your completed Visa Order Form.

VISA TYPE REQUESTED:

Single Entry, Tourist

PERSONAL INFORMATION:

Last Name: _____

First Name: _____

Middle Name: _____

Gender: Male Female

Date of Birth: ___ / ___ / ___
Day Month Year

Place of Birth: City: _____ State: _____

Country of Birth: USA Other: _____

Your Occupation: _____

Father's Full Name: _____

Mother's Full Name: _____

Spouse's Full Name, if married: _____

Your Citizenship: USA Other: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Email: _____

Passport Number: _____

Issuing Authority: US Department of State Other: _____

Date of Issue: ___ / ___ / ___
Day Month Year

Date of Expiry: ___ / ___ / ___
Day Month Year

eVisaQuestionnaire



TRAVEL INFORMATION:

Purpose of Visit: Tourist

Date of Entry: ___/___/___
Day Month Year

Date of Departure: ___/___/___
Day Month Year

List the details of your stay in Ghana (hotel, or private host):

Contact Person in Ghana: _____

Hotel Name/Guest House in Ghana: _____

Street Address: _____

City/Town: _____ Region: _____

Telephone: _____

Email: _____

EDUCATION:

Name of Employer or School: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Telephone: _____ Work Email: _____

Have you previously visited the Ghana? No Yes: _____ to _____
Date of Entry Date of Exit

Have you ever been denied entry to Ghana? Yes No

Have you ever been denied entry to another country? Yes No

Have you ever been convicted of a felony? Yes No

If you answered yes to any of the questions in this box, please contact GLA@g3visas.com and provide details.