

## **ONLINE MANUAL ON IMMIGRATION SERVICES THE INTERNATIONAL PROGRAMME OFFICE PROVIDES FOR INTERNATIONAL STUDENTS AND STAFF**

As part of the International Programmes Office's mandate to promote and coordinate the University's external/international relations, the office assists with the acquisition of the underlisted immigration documents for international students and staff to ensure their legal stay/entry in and out of the country;

- Residence Permit
- Work permit
- Visa Extension
- Visa On Arrival
- Re-entry visas

### **WHO IS A RESIDENT IN GHANA?**

- ✓ A person is a resident in Ghana if he or she is in possession of an appropriate permit and maintains residence in Ghana.
- ✓ A person is a resident if they hold a residence permit, indefinite permit or citizenship.

### **WHAT IS A RESIDENT PERMIT?**

- ✓ Residence permit is an authorization granted to a non-citizen to reside in Ghana for the period stated in the permit.
- ✓ Residence Permit is usually issued on yearly basis, and a holder may within the validity of the permit, travel in and out of Ghana as many times without the need of a visa.
- ✓ A non-citizen who enters Ghana would usually be admitted for a period of thirty (30), sixty (60) or ninety (90) days depending on their nationality.

### **ACQUISITION OF RESIDENCE PERMIT**

The immigration office of IPO assists with the acquisition of residence permits for international students and staff of the University of Ghana. Applicants are supposed to report to the office to complete appropriate immigration forms in addition to other required documents for processing.

For newly admitted students, the following documents are required;

- Copy of admission letter
- Copy of fees receipt
- Copy of Non-citizen Ghana Card (done at National Identification Authority at cost of \$120.00)
- Two passport-size pictures
- Filling out immigration forms
- Valid Passport.

- The same is required for continuing students who have already obtained their residence permit except that they won't provide an admission letter.
- The penalty for residence permit expiration comes at a fee of GHS 80.00 for non-ECOWAS countries and GHS 60.00 for ECOWAS countries.
- To avoid this situation, students and staff are advised to submit their passport for renewal of their permit a month or two prior to expiration of their issued permit.

## **WORK PERMIT**

International staff need to obtain work and residence permits to allow them to work.

The following are the requirements for the processing of work permit;

- ✓ Appointment letter
- ✓ Valid passport
- ✓ Non-citizen Ghana Card
- ✓ Police report from home country (for fresh applicants)
- ✓ Curriculum Vitae
- ✓ Medical Examination at the Ghana Immigration Headquarters for a fee of GHS1,100 for new applicants and GHS600.00 for continuing applicants
- ✓ Copies of Academic Certificates (for fresh applicants)
- ✓ Two passport size pictures
- ✓ An amount of \$500 or cedis equivalent for those from ECOWAS countries, and \$1000 or cedis equivalent for Non ECOWAS countries.

Applicants in the category of faculty residence permit from Non-ECOWAS countries can apply for a quota through the Ministry of Interior which allows them reduction in the payment of their residence permit fees from \$1000 to \$500.

Those from ECOWAS countries do not subscribe to the quota system.

## **VISA ON ARRIVAL**

Students /Staff who are unable to acquire visas from their home country due to circumstances beyond them can be assisted to obtain visa upon arrival at the Ghana Airport where they will be required to pay the visa on arrival fees of \$150.00

The following are required for the processing of visa on arrival:

- ✓ Students' admission letter
- ✓ Biodata page of passport
- ✓ Flight itinerary.

**DEPENDANT RESIDENCE PERMIT**

Students /Staff who come with their dependents can apply for a residence permit on the following grounds;

- if the person is a child, a birth certificate will be required.
- Non-citizen Ghana card will also be required if the child is six (6) years and above
- if it is a wife or a husband, then a marriage certificate and non-citizen Ghana card will be required.
- if the dependent is a nanny or family relation, the only requirement is a non–citizen Ghana card.

Students /staff with dependents pay the residence permit fees applicable respectively to them.

For ECOWAS countries the dependent is charged GHS200.00 and for non-ECOWAS countries, they are charged GHS300.00.

For further enquiries, you can contact Mr. Eric Gaisey on +233542615865 or via [egaisey@ug.edu.gh](mailto:egaisey@ug.edu.gh) or visit him at the office room G1 located on the ground floor of the International Programmes Office.