



Last update: March 2020

## Requirements for Research Visa (Forscher)

The German Embassy in Accra is responsible for processing visa applications of permanent residents of **GHANA, LIBERIA and SIERRA LEONE**.

### **PLEASE NOTE:**

- General information on doing research in Germany is available here: [www.make-it-in-germany.com](http://www.make-it-in-germany.com).
- All applicants have to apply in person at the German Embassy. **Appointments** can only be booked through the [Embassy's Online Appointment System](#).
- The processing of an application in general takes 4 weeks. Applicants are encouraged to submit their visa applications well in advance of their intended travel date to allow sufficient time for processing.
- Only the submission of a complete application with all required documents according to this leaflet guarantees a prompt processing of an application.
- The visa fee is **75.00 Euro, only payable in cash in Ghana Cedi** at the current exchange rate of the Embassy. The processing fee is not refundable in case of denial of the visa.
- Visa application forms are free of charge and are available on the [website of the Embassy](#).
- Due to the high number of visa applications, documents handed in prior to the appointment date will not be accepted.
- In addition to the standard requirements, additional supporting documents may be required in individual cases. The Embassy does not return forms, photos or any documents in case of refusal or if the application is withdrawn. Fraudulent documents may be sent to the relevant authorities.
- If the visa is granted, it is your duty to verify whether the information printed on the visa sticker is correct and complete and to report any errors to the Embassy immediately.

**The following list allows you to check, by ticking off the boxes, whether you have all the required documents needed for the visa application.**



### General requirements (Checklist) ☑:

All the documents itemized below are mandatory and are to be submitted by the applicant during his/her personal interview **in original plus 2 legible copies of each document (unless otherwise specified)**:

- 2 completed and signed visa application forms for a national visa (download the application form [here](#)) – *no copies required!*
- 2 signed declarations according to Sec. 54 Par. 2 No. 8 of the German Residence Act (download [here](#)) – *no copies required!*
- 2 recent passport pictures with white background - *please do not attach to forms!*
- visa fee of 75.00 Euro, only payable in cash in Ghana Cedi
- valid passport and 2 copies of the passport data page
- birth certificate of the applicant, based on the first registration
- marriage certificate and birth certificates of children, if applicable
- school leaving certificates (WAEC-certificates: BECE, WASSCE)
- proof of previous and current academic studies (e.g. Bachelor's and Master's degree, Higher National Diploma)/professional training/work experience
- An affiliation agreement ("Aufnahmevereinbarung") following the example on <http://www.bamf.de/forschungsaufenthalte> including the commitment of the researcher to conduct the research project, the commitment of the research establishment to receive/house the researcher, and essential information regarding the legal relationship between the research establishment and the researcher: in particular about his/her function, his/her salary, his/her vacation, his/her working hours and insurances.
- Curriculum Vitae
- Following approval of the visa application and before the visa can be issued, you must provide evidence that you have health insurance for the period between arrival in the country and commencement of your research, if such evidence has not already been submitted.



Embassy  
of the Federal Republic of Germany  
Accra

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- for residents of Liberia and Sierra Leone: prepaid courier envelope by any major courier service

**Please note:** Although the information in this information sheet has been prepared with utmost care, the Embassy cannot accept any responsibility for inaccuracies contained herein.

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