

## Requirements for Students and Language Course Students

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

All applicants have to apply in person at the German Embassy. Appointments can **only** be booked through the [Embassy's Online Appointment System](#). Appointments are available from Mondays to Thursdays for up to eight weeks in advance. Due to the high demand for interview appointments, availability may be limited resulting in longer waiting periods.

**Please note that incomplete applications cannot be accepted. In this case the appointment will have to be re-scheduled.** Documents handed in prior to the appointment date cannot be accepted.

### **PLEASE NOTE:**

- The processing of visa applications in general takes a minimum of 8 weeks, as all student visa applications have to be forwarded to the competent German aliens authority by post for approval. Applicants are encouraged to submit their applications well in advance of the enrolment deadline to allow sufficient time for processing.
- Please note that the processing time for scholarship holders (from DAAD, German universities or other German or European official funds) is seven days.
- 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](#).
- In addition to the standard requirements, additional supporting documents may be required, depending on the specific nature of your application. The Embassy does not return forms, photos or any documents in case of refusal or if the application is withdrawn.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. When picking up the passport, a valid travel health insurance covering the period from the first entry into Germany until enrolment at university has to be presented.

### **General requirements (Checklist) ☑:**

Every applicant is asked to provide the following mandatory documents (**original plus 2 legible copies of each document, unless otherwise specified**) at the appointment day, after having booked an appointment via the Embassy's website: [www.accra.diplo.de/appointment](http://www.accra.diplo.de/appointment)

- ☐ 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](#)
- ☐ 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
- ☐ proof of acceptance for enrolment into a German university, preparatory or language course
- ☐ proof of sufficient knowledge of the German language (Goethe-Institute certificate), if applicable. Should the course be taught in English, basic knowledge of German is still highly recommended.
- ☐ school leaving certificates (WAEC-certificates: BECE, WASSCE)
- ☐ university degrees earned (e.g. Bachelor's degree and/or Master's degree) and official transcripts, if applicable
- ☐ proof of previous and current employment, internships, national service
- ☐ Curriculum Vitae and handwritten letter of motivation, signed by the applicant
- ☐ for residents of Liberia and Sierra Leone: prepaid courier envelope by any major courier service
- ☐ proof of financial means of subsistence/living expenses for the whole period of your intended studies in Germany (currently **853.00 Euro for every month** of the first academic year; see below for further explanation) + tuition fees, if applicable

### **Information on the requirement of proof of adequate financial means:**

The applicant has to show proof of sufficient funds for the entire duration of the studies or courses (no less than **853.00** Euro per month). If the applicant has to pay tuition fees, the applicant has to provide proof of financing of these additional costs as well.

There are three options to finance your stay:

- a) **scholarship** from German/European public funds or by an organisation that promotes education and is approved in Germany. A scholarship from public funds of the applicant's country of origin is also accepted, a blocked bank account will then have to be opened (for further information see below).
- b) **formal obligation** ("Verpflichtungserklärung") according to Sec. 66 to 68 of the German Residence Act for the purpose of studies/language course covering the entire duration of stay, signed by a person living in Germany at the local competent office in Germany. The formal obligation can only be accepted as an adequate proof of finance with the remark "*Die finanzielle Leistungsfähigkeit des/der Verpflichtungserklärenden wurde nachgewiesen.*" (The financial capability of the sponsor has been verified).
- c) **sponsorship** by a person living in Ghana/Liberia/Sierra Leone. In this case, a letter of sponsorship is required, confirming that the sponsor is willing to support the student with **853.00** Euro per month for the duration of the studies.

All sponsors residing in Ghana/Liberia/Sierra Leone are kindly requested to accompany the applicant to the interview at the visa section. The sponsor must present valid identification (passport), letter of motivation of sponsorship and proof of financial viability (current original bank statements covering the last 3 months, payslips, company registration documents, etc.).

If the German Embassy, after assessing your visa application, intends to issue the visa, you will be contacted by the Embassy and asked to open a **blocked bank account** in Germany with an amount of **10.236** Euro for the first year of your studies. You have free choice of provider. Information on providers that offer this service worldwide is available on the [website of the Federal Foreign Office](#).

### **Additional information:**

Applicants, who intend to study in Germany, are advised to prepare their application by discussing their study intentions with a representative of the DAAD (German Academic Exchange Service):

DAAD-Information Center Accra  
c/o Goethe Institute, next to NAFTI  
30, Kakramadu Road, Cantonments  
Accra

Postal Address: DAAD, c/o German Embassy, P.O. Box 1757, Accra, Ghana

Telephone: +233 261 090939

E-Mail: [info@daad-ghana.org](mailto:info@daad-ghana.org)

The Information Centre organises a monthly introductory session on study and research opportunities in Germany. Every first Thursday of the month the DAAD team presents the most relevant information in a seminar-style format followed by a question and answer session and individual consultation.

In addition to that, the IC Accra also organises symposia on various university campuses around the country. As a special service, the DAAD country director is available to give presentations on study and research opportunities in Germany upon invitation by a student or professional organisation.

Self-funded students are encouraged to seek advice from the Information Centre before the student visa interview.

All services of the Information Centre are provided free of charge.

For more information visit the [DAAD website](#) or [Facebook page](#).