

IMMIGRATION REGULARIZATION FAQ

Why should I get a Ghana card?

Under the L.I. 2111 (2012), Act 750, it is mandatory for all Non-Citizens to register. Registering enables the government to keep a clear record of all individuals in the country for planning purposes. The Ghana card will be used to identify you, e.g. when you open a bank account.

How often do I need to go through the process?

Once every Fall and Spring semesters, the Office of International Programs and Campus Cohesion will arrange for the National Identification Authority (NIA) team to come to campus to regularize Ghana Non- Citizenship Cards for all international members of the Ashesi community. Dates will be communicated via email.



What do I need to get a Ghana Card?

- ✓ National Identity Card Application form
- ✓ Original Valid passport.
- ✓ Old Ghana Card if applicable.
- ✓ Scratch Card (see information on how to obtain it below)



How much does it cost?

First Issuance: \$120 or Ghana Cedi equivalent (rate to be communicated by our office). For comprehensive scholarship students (check your scholarship offer to see if this applies to you), your scholarship covers this cost, and this has been sent to the team already. **Card Renewal: \$60/** or Ghana Cedi equivalent (rate to be communicated by our office). Comprehensive scholarship students, your scholarship covers this cost, and this has been sent to the team already. If your card expires by the end of this year, you can renew it. **Card Replacement: \$60/** or Ghana Cedi equivalent (rate to be communicated by our office)

Scholarship does not cover card replacement

How do I pay for my scratch card?

Click [here](#) to access the payment methods available to you. Kindly follow the instructions outlined. Remember to seek help if you have any questions. If you are a comprehensive scholarship student, then you will receive your scratch card from our office. You do not need to make any payments for this. **Kindly note that if you lose your scratch card, you will be required to purchase another one 'out of pocket'.**

What if I don't have a scratch card or pin?

Then you can't proceed with the process on campus. Without your scratch card or pin and serial number, you can't take advantage of the registration process on campus. You will have to go to the NIA office on your own to run the process.



How soon will I get my Ghana card?

The cards are printed instantly by the Ghana Card team immigration officers. You might need to wait a few minutes for your card, but please be patient and allow the officers to do their work.

What if I don't receive my Ghana Card?

Sometimes the system may not print some cards. In this unlikely event, you will receive receipts for the process. The Ghana Card team will send your card at a later date. **With your Ghana card receipt**, you can proceed to run your residence permit process. Make sure to get a photocopy of your Ghana Card receipt and give the copy to the Immigration officers. You will need your original Ghana Card receipt to get your Ghana Card when it is ready.

What if my Ghana Card expires next year?

Then you don't need to get it replaced in this cycle. The process will be repeated on campus next semester, so you can relax or go eat plantain or something. What's your favourite Ghanaian food btw? Pass by the office, and we'll tell you how your favourite Ghanaian food predicts your first job after Ashesi. 🤔



Why should I get a residence permit?

The residence permit is a legal agreement between you and Ghana about how long you will legally reside in the country. It is essentially your permit/ticket to live and study in Ghana!

What if I don't get the residence permit?

You can be arrested, get your student and scholarship revoked or you could be deported back home or all of them! So you know, you might want to take this seriously. Remember, without your Ghana card, your Residence permit cannot be processed so both of them are essential for this process.

How often do I need to go through this process?

Once a year, so we'll be seeing you soon. Unless you're graduating, in which case we've seen enough of you already.



What do I need for my Residence permit regularization?

✓ Filled Residence Permit form (to pick-up at our office).

✓ 2 Passport size photographs

✓ Your original passport

✓ Copy of the Bio-data page of your passport

✓ Copy of your Ashesi admission letter

✓ Copy of your Ashesi school fees receipt (if applicable)

✓ Copy of your Ghana Non-Citizen ID (You will receive this upon your Ghana Card registration)/Copy of the Payment Receipt if you do not receive the card

*** Kindly find information on how to find each of the documents mentioned above at the bottom of the page.**

How much does it cost?

- **GHC 259** for Non-West African and other Nationals (For comprehensive scholarship students, your scholarship covers this cost, and this will be sent to the team ahead of the exercise).
- **GHC 194** for ECOWAS Nationals (For comprehensive undergraduate and comprehensive Graduate scholarship students, your scholarship covers this cost, and this will be sent to the team ahead of the exercise). Students who have penalties to pay **MUST** contact our office before the due date for document submission for clearance.

How do I pay for the Residence permit??

Kindly bring the cash with you when you come to submit your residence permit documents. No bank transfers or Momo payments are allowed for this service. If you're on a **comprehensive scholarship**, then your payment will be made directly by your scholarship to our office for this process.

What if my Residence Permit expires next year?

Our office will repeat this process every semester, so you're safe for now. If your Residence permit expires during this semester, you should get it renewed.

What if I miss the process on campus?

You will have to go to the NIA offices to carry out the process yourself, but you're a whole grown adult living in this new country by yourself, you got this. Just make sure you ask for help whenever you need it.

As promised, here is a list of all the documents you will need for this process and where to find them. Make sure you read the information below carefully ↓.

Documents and where to find them.

- **Residence Permit form.** This is a Green form that will be set up outside our office. You will find a filled form on the office’s notice board to guide you in filling out your form. **Valid original passport.** Not sure where your passport is? Retrace your steps. Did you stash it, or did you throw it somewhere? There is no need to panic. What we know for sure is that it's in Ghana right now because there is no way you would be in the country without it. Keep calm and find it; it's not like your whole residence in Ghana depends on you finding it or anything.
- **2 passport-size photographs. Copy of the biodata page of your passport.** After you retrieve your passport from wherever you hid it, go to the library and photocopy it. If you experience any challenges, feel free to ask the library staff for help. Take a moment to appreciate the beautiful green grass outside the library. Pretty nice, eh? Back to our quest.
- **Copy of your Ashesi Admission letter.** You'll need to remember the email address you used before you came to Ashesi, you know, back then when you were excited to be a student here and had no idea what you had signed up for(just kidding). Now that you have the email address, we're sure you can retrieve your admissions letter and print it at the library! If you still can't find it, then we suggest you shoot an email to admissions and ask them really nicely to send you a copy of it.
- **Copy of your Ashesi school fees receipt** (if applicable, the receipt from Ashesi's accounts office, not Ecobank). Visit the Ashesi accounts office with your bank receipt to get this. **Copy of your Ghana Card** (You will receive this upon completion of your Ghana Card registration)/**Copy of the Ghana Card Payment Receipt** (If you do not receive the card, you will get this from the Immigration officers).

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How do I remember all that?

You are at Ashesi, so you're obviously brilliant!! Anyway, to help you with the process, here's a little guide of the whole thing. All the best!

OFFICE OF INTERNATIONAL PROGRAMS AND CAMPUS COHESION

Immigration Regularization Process

