

FREQUENTLY ASKED QUESTIONS



Q.1. who is an Immigration officer?

Ans: Immigration officer is a person responsible for the regulation of entry and exit from Ghana and monitors the visit, residence and employment of foreigners

Q.2. When was Immigration Service established?

Ans: December 1989 by the then PNDC law 226 now Act 908 2016

Q.3. what are the permits Immigration render?

Ans: Visa on arrival
Transit visa/ Emergency Visa
Extension of visitor's permit
Re-entry permit
Residence permit
Work permit
Student permit
Indefinite residence permit

Q.4. How different is Immigration from Customs?

Ans: Immigration regulates and monitors the movement, residence, employment in and out of the country on the other hand; customs checks all goods which enters the country.

Q.5. what do I do when my number of days expires and still want more days?

Ans: Apply for Extension

Q.6. what are the requirements for extension of visitor's permits?

Ans: Extension application form

Attach on recent passport picture

Photocopy of return ticket

Submit application with passport

Q.7. Who is entitled to work permit?

Ans: Foreigners working in Ghana

Q.8. what are the types of work permit?

Ans: GIPC-Ghana Investment Promotion Centre

IQC- Ministry of Interior Quota

Immigration work permit

Free zones work permit

Q.9. what are the requirements for work permit

Ans: company documents (certificate of registration, certificate of incorporation, certificate to commence business and companies code)

GIPC registration certificate

Company's current tax clearance certificate

Company's audited accounts of previous year

Medical report from any recognized hospital in Ghana

Police clearance report from home country

Curriculum vitae/Resume

Offer /Appointment letter/contract of employment

Q.10. Do I get residence permit in line with work permit?

Ans: Yes

Q.11. How long does it take to get a work permit done?

Ans: One month

Q.12. what permit does a foreign student in Ghana require?

Ans: Student permit

Q.13 what is Visa on Arrival?

Ans: Is obtaining a Ghanaian visa at the airport for persons who do not have a Ghana embassy in their home country or it's of distance

Q.14 what are the requirements of Visa On Arrival?

Ans: Application letter from the company

Company documents (company code, company registration certificate, tax clearance certificate, certificate of commencement of business)

Bio-data page of passport of the foreigner

Bio-data page of passport of signatory of application letter

Q.15 what is indefinite residence permit?

Ans: Is a permit acquired by a foreigner married to a Ghanaian to reside in Ghana permanently

Q.16 what are the types of indefinite residence permit?

Ans: Indefinite residence status generally and indefinite residence permit status for foreign spouses

Q.17. what are the requirements for indefinite residence status for foreign spouses

Ans: A completed application form

Two current passport size photographs

Application letter from spouse

Attestation letter by two Ghanaian character referees (notaries public, lawyers, senior public officers with copies of their national ID)

Photocopy of applicants bio-data page of passport

Police report

Evidence of immovable properties (indenture, site plan etc where applicable)

Photocopy of Ghanaian spouse's passport bio-data page

Q.18. what are benefits of indefinite residence permit

Ans: A person with indefinite residence status is entitled to remain indefinitely in Ghana

Entitled to enter Ghana without a visa

Entitled to work in Ghana as a self employed or as an employee without a work permit

Subject to the laws of Ghana

A non-Ghanaian child is eligible for a dependant permit

Q.19 what is indefinite residence status generally?

Ans: This is an indefinite residence permit given to an investor or to someone whose continuous stay in Ghana has contributed substantially to the economy.

Q.20 what are the requirements for indefinite residence status generally?

Ans: A completed application form

Two current passport size photographs
Application letter from sponsor
Attestation letter by two Ghanaian character referees (notaries public, lawyers, senior public officers with copies of their national ID)
Photocopy of applicants bio-data page of passport
Police report
Evidence of immovable properties (indenture, site plan etc where applicable)
Company's documents (companies code, audited account for the past three years),SSNIT
Returns of Ghanaian employees, tax clearance certificate
Evidence of social contributions (donations and charity work etc. where applicable)
Medical report
Police report
Photocopy of applicants non citizen I.D card

Q.21 what is Annual Returns?

Ans: Annual returns are relevant information and personal details of foreigners working in Ghana submitted to Immigration by 1st January.

Q.22 what are some of the roles and functions of Immigration Service?

Ans: regulate the movement of persons in and out of the country
Issue requisite permits to foreigners
Ensure compliance with immigration laws
Assist the processing of Ghana passport applications
Remove illegal immigrants Facilitate trade and tourism

Q.23 How do I apply for Re-entry permits?

Ans: Fill re-entry application form
Attach one recent passport picture
Attach an application letter from affiliated company
Application should be submitted with passport

Q.24 what are the types of re-entry permits?

Ans: Single and Multiple re-entry permits

Q.25 what is right of Abode?

Ans: Right of Abode as stated in Immigration Act 573, Act 2000, is a permit given to a Ghanaian by birth, adoption, registration or naturalization with the meaning of the citizenship Act who by reason of this acquisition of a foreign nationality has lost his Ghanaian citizenship and a person of African descent in the diasporas.

- Q.26. How different is right of Abode different from Permanent or Indefinite residence permit?
Ans: Right of Abode is a permit given to Ghanaian citizens who have lost their citizenship or of an African decent in the diaspora. On the other hand, indefinite residence permit is a type of permit given to a foreign spouse of a Ghanaian.
- Q.27 Do ECOWAS nationals need visa to enter Ghana?
Ans: No
- Q.28 why is Immigration the first point of contact for anyone who enter the country?
Ans: because we are the first line of defense and per our mandate, we are responsible for the entry and exist of persons in the country
- Q.29 who issues passport?
Ans: Foreign Affairs
- Q.30 which countries enjoy gratis?
Ans: Malawi, Lesotho, Botswana, Zimbabwe, Tanzania, Uganda and Swaziland
- Q.31 what are the entry requirements for a graduate to enter Immigration?
Ans: Must be a Ghanaian
Must have no criminal record
Should not be more than 30 years
Should not be more than 35 years (professionals)
Minimum height of 1.73m(5ft 8in) for males and 1.63m (5ft 4in) for females
Must be medically fit by Para military standards
Physically fit by Para military standards
- Q.32 what are the entry requirements for an SSSCE/WASSCE level to enter Immigration?
Ans: Must be a Ghanaian
Must have no criminal record
Should not be more than 25years
Minimum height of 1.73m(5ft 8in) for males and 1.63m (5ft 4in) for females
Must be medically fit by Para military standards
Physically fit by Para military standards
- Q.33 How often is recruitment done?
Ans: Recruitment is done in consultation with the ministry of interior and finance and with approval advert is placed in the national dailies.
- Q.34 How can I apply for emergency visa?
Ans: emergency visa can be applied through a company, an individual and MDAs

Q.35 what are the requirements for emergency visa?

Ans: Application letter for emergency visa

A valid passport

Tax clearance certificate

Certificate of commencement of business

Company registration certificate

Certificate of incorporation

Q.36 what is the duration of obtaining emergency visa?

Ans: Is issued within 48 hours

Q.37 what is the category of officers?

Ans: Senior officers and junior officer

Q.38 How does one differentiate a senior officer from a junior officer?

Ans: With the uniform and rank. Senior officers put on deep green shirts over deep green skirts or trousers and olive shirts over deep green skirts or trousers (operational). On the other hand, junior officers- light green shirts over deep green skirts or trousers. Both wear camouflage.

Q.39 Does an Immigration officer have the power to arrest?

Ans: Yes with the mandate of Immigration service Act 2000 Act 573 section 22

Q.40 Is Immigration Service under foreign Affairs?

Ans: No. Immigration Service is under Interior Ministry