

SUBMISSION OF APPLICATION IN PERSON

Applicants who wish to submit application in person are to take note of the following opening hours.

Monday - Thursday: 9:30 - 12:30

Fridays: 9:30 - 12:30 for applicants with appointments only.

We are closed on Week-ends and Public Holidays of Ghana and Switzerland

SUBMISSION OF APPLICATION VIA POST

Applicants who wish to submit application by post are to take note of the following.

- ❖ Application forms with the necessary requirements and proof of payment of fees should be posted to;

GHANA EMBASSY,

POSTFACH 2398,

BELPSTRASSE 11,

CH-3001 BERN

Application fees should be paid into the Embassy's Bank Account. Applicants are strongly advised NOT to send application fees via post. For information on the Bank Account, please refer to the section on Consular fees.

- ❖ The following should be sent together with the application for the return of processed application.

SWITZERLAND:

A self-addressed envelope together with CHF 6.00 for registered mail

AUSTRIA:

A self-addressed envelope and the following amount to cover registered mail charges

- I. CHF 10.- for 1-2 Passports
- II. CHF 13.- for 3-4 Passports

NOTE:

- ❖ Postage fee should **NOT** be paid into the Embassy's Bank Account
- ❖ Applicants who wish their documents to be returned to them by express mail are to include the appropriate postal charges.