

VFS.GLOBAL  
EST. 2001

Partnering Governments. Providing Solutions.

**DUBAI VISA APPLICATION FORM - GHANA  
(PLEASE FILL IN BLOCK LETTERS)**

- 1. Type of visa being applied for (Tick one):** Transit / 96 HRS  14Days / Service Visa  Tourist / 30Days   
90Days / Visit  Multi Entry Short Term  Multi Entry Long Term

Emirates PNR

Ticket No

Travel Date

**2. Full name of Applicant:** \_\_\_\_\_

**3. Skyward membership number, if any**

Blue

Silver

Gold

**4. Current residential address (Mandatory Information for Correspondence)**

Line -1	
Line - 2	
City, Country	
Mobile	
Land Line	
Fax No.	
Email ID	

**5. Are you applying as a dependent of Principal Applicant?**

- Yes: Write name of the Principal Applicant: \_\_\_\_\_  
 No

**6. If applying as Principal Applicant, complete the following:-**

Name of Business/Employer	
Address of Business/Employer	
Designation	
<b>IMPORTANT:</b> unemployed or retired persons should indicate above the details of last employment, and indicate date of cessation of last employment here: _____	

**7. Personal details**

a. Nationality	
b. Previous nationality if any	
c. Full name (Name, middle name, surname)	
d. Father's name (Name, middle name, surname)	
e. Mother's name (Name, middle name, surname)	
f. Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
g. Marital Status	
h. Married female applicants – husband's name	
i. Occupation	
j. Religion	
k. Educational qualifications	
l. Main language spoken	
m. Date of birth (dd-mm-yyyy)	
n. Place of birth	Country <input type="text"/> Place <input type="text"/>

**8. Passport details:**

a. Passport Type	Ordinary <input type="checkbox"/> Diplomatic/Official <input type="checkbox"/>	
b. Passport number		c. Issuing Government
d. Place and date of issue		E. Expiry date

**9. Purpose of Visit**

Tourist     
  Business     
  Family     
  Visit

**10. Names of family members accompanying you on this trip**

Name	Passport no.	Relation
1.		
2.		
3.		
4.		
5.		

**11. Contact in UAE (Mandatory Information)**

Name / Relationship with host	
Address / Hotel Confirmation Voucher	
Area - City	
Phone No.	
E-mail ID	

**12. Mandatory documents to be submitted with the Visa Application form:**

List of documents	Applicant	Application Centre
1. Current passport – must be valid for at least 6 months at the time of application		
2. Photocopies of the first four pages of the Passport.		
3. Photocopy of Emirates and/or Fly Dubai Airline confirmed ticket		
4. 01 Clear Passport size Coloured photograph		
5. Applicable Visa fees, as per the visa category applied		
<b>AS REQUIRED TO CONFIRM PROOF OF ELIGIBILITY - Tick if enclosed</b>		
1. Passport Pages exhibiting the evidence of the travel and Visa in current or previous Passport	YES / NO	YES / NO
2. Financial Records and Income Proofs	YES / NO	YES / NO
3. Security Deposit	YES / NO	YES / NO
4. Letter of invitation from Dubai based close family member, along with photocopy of Passport, resident visa and proof of relationship	YES / NO	YES / NO
5. Travel Agent Guarantee / Indemnity	YES / NO	YES / NO

**13. Have you applied for a Dubai Visa through VFS Ghana Pvt. Ltd.. in the past?**      Yes       No

If you have ticked Yes, then kindly provide date of last travel in the space:-

**\*\*\* Visa Fees are subject to change without prior notice.**

**IMPORTANT: You are recommended not to travel to Dubai if your flights out of Dubai do not get confirmed. Any overstay beyond duration of Visa invites heavy fines and penal action - there will be no waiver on any grounds.**

**Please note and strictly comply - All applicants should read the conditions mentioned below before signing the application form. Incomplete and unsigned applications will not be accepted.**

## TERMS AND CONDITIONS

1. The facility is open only to Ghana Passport holder & for other Nationals who have Valid Work Permit in Ghana or Dependent Pass, visiting Dubai traveling on the Emirates Airlines (herein referred to "EK") and/or Fly Dubai Airlines (herein referred to "FZ") and fulfilling the eligibility conditions announced from time to time by the Government of Dubai / Dubai Naturalization and Residency Administration ("DNRD"). Issuance and approval of a visa is solely regulated by Government of Dubai / and governed by their rules and regulations that are amended from time to time. Subject to the applicant/passenger fulfilling the eligibility conditions EK will sponsor the applicant to Dubai.
2. The facility of applying through VFS Global – VFS GHANA PRIVATE LIMITED (herein referred to as "VFS") is open only to Ghanaian passport holders & for other Nationals who have Valid Work Permit in Ghana or Dependent Pass, visiting Dubai on Emirates Airlines (herein referred to as EK ) and/or Fly Dubai Airlines (herein referred to "FZ") .EK and/or FZ and/or FZ has outsourced the administrative process of facilitating Visa applications to VFS. VFS has setup and is managing the Dubai Visa Processing Centre (herein referred to as "DVPC") for this purpose. VFS role is limited to accepting the visa application and required documentation, forwarding the application to Government of Dubai / DNRD for consideration of visa issue and communicating the Government of Dubai's / DNRD's Decision on the application for visa to the applicant.
3. Visa fees are non-refundable under any circumstances whatsoever.
4. Each visa applicant desirous of being sponsored for a visa by EK should be holding a valid ticket issued by EK and/or FZ and booked to travel on EK and/or FZ. VFS / EK and/or FZ will not be responsible for and will not be liable for the applicant not being able to travel due to denied boarding offloading, cancellation of flight, delays or any other cause or circumstances beyond their control. VFS shall also not be liable in the case of any change in the date of travel not being communicated to VFS.
5. The Applicant / passenger will be required to fill in a Visa Application Form accurately and submit the same with the applicable visa fees, valid passport and necessary documentation as specified in the Visa Application Form. Applicants must hold valid travel documents and comply with the requirements of Government of Dubai / DNRD and requirements specified on the Visa Application Form.
6. VFS does not accept any responsibility for late, lost or misplaced applications and / or the veracity of the contents of the application. Incomplete and double applications will be disregarded.
7. The decision to grant or refuse a visa is the sole prerogative of the Government of Dubai / DNRD. VFS merely forwards the application and the issuance or pendency or refusal of the visa is the prerogative of the Government of Dubai / DNRD. The decision of the Government of Dubai / DNRD is final. In case of rejection of visa application, no correspondence will be entertained and no visa fees will be refunded and no reasons will be required to be given. It is clarified that processing of the visa application is prevented, delayed or restricted or interfered with for any reasons whatsoever resulting in delay by Government of Dubai / DNRD to process the applicants visa application, then VFS OR EK and/or FZ shall not be liable to the applicant for any loss or damage which may be suffered as result of such causes and VFS OR EK and/or FZ shall be discharged of all its obligations hereunder.
8. Issuance of a visa or approval on the visa application does not in any way give the applicant / passenger a right to enter Dubai. The entry is at the sole discretion of the Immigration officer at Dubai Airport who is a representative of Government of Dubai / DNRD. In case of denial of visa or entry into Dubai by the Government of Dubai / DNRD, VFS OR EK and/or FZ shall in no way be liable to the applicant in any manner whatsoever.
9. The visa must be accepted as offered and is non – transferable.
10. When the Visa application of the Applicant is approved by the Government of Dubai / DNRD, it is the applicant's sole responsibility to check the approved visa on his / her email ID which was provided to VFS while submitting the visa application. If the applicants detail in the approved visa is wrong or the visa is not received at all, it is the sole responsibility of the applicant to contact the respective Visa Application Center to follow up for his / her visa copy. Under no circumstance will VFS be held liable for failure to receive email alert in respect of the visa application. The visa copy needs to be carried and produced to the Dubai Immigration Authorities on arrival in Dubai.
11. VFS OR and/or FZ shall not be liable for any losses or damages, which the applicant may suffer arising from delay in processing or receiving the visa.
12. The visa is valid as per the Government of Dubai / DNRD rules and regulations as amended from time to time. The visa must be availed within its period of validity.
13. Applicants understand and agree that forwarding Visa application to Government of Dubai / DNRD is at the sole discretion of EK and/or FZ as the sponsor and VFS will not be liable in any manner for the same including for any delay and or rejection.
14. All Ghanaian and Dubai Government regulations apply and in case this facility is deemed invalid or cancelled due to any Ghanaian / Dubai Government regulation or order, VFS shall not be liable in any manner whatsoever to the applicant.
15. Applicants will be solely responsible to ensure they fulfil Ghanaian and Dubai Government requirements for travel which may include Police clearances etc.
16. VFS shall take all reasonable measures to ensure that information provided by the Applicants in its application form shall remain confidential. However VFS shall not be liable for any unauthorized access by any means to that information.
17. The Applicant agrees to indemnify and hold VFS, its officers, directors, agents, subsidiaries, clients, joint venture partners and employees, harmless from any claim, expense, loss, damages or demand, including reasonable attorney's fees, incurred or sustained by VFS and / or its officers, directors, agents, subsidiaries, clients, joint venture partners and employees arising out of the breach of these terms & conditions by the Applicant and / or any act of omission or commission attributable to the Applicant (or) violation by the Applicant of any law of any country or the rights of a third party.
18. In no event and under no circumstances shall VFS and/or its representatives be liable for any direct, indirect, punitive, incidental, special, consequential damages or any damages whatsoever to anyone.
19. VFS / EK and/or FZ reserves the right to add, alter or vary these terms and conditions at any time without notice or liability and all applicants availing of this facility shall be bound by the same.
20. Security Deposit refundable on return (hereinafter referred to as "Security deposit") in the form of a Demand draft / Pay Order shall be paid by the Applicants applying for Visa in certain cases. The Security deposit is returned to the Applicants upon their return to Ghanaian, once they show the entry & exit stamp of Dubai. However in the event the Applicant does not collect the security deposit within a period of 30 days from the date of expiry of his/her visa, the said security deposit will be banked.
21. These terms and conditions shall be governed and construed in accordance with the laws of Ghana. Any claims or disputes arising in relation to the services provided by VFS to the Applicant shall be subject to the exclusive jurisdiction of the Courts in Accra.
22. If you have not opted out of receiving marketing materials, we may also use your personal information to identify other products and services that might be of interest to you and to market additional goods, services and special offers from us. Our affiliates or our third party business associates. You can choose not to allow VFS to use or disclose your personal information for marketing purposes by indicating your preference on the visa application form.
23. Applicants expressly declare that they have read the terms and conditions carefully and agree to the same. They understand and abide by these terms & conditions and have executed the same as an individual and not as a company or any professional and or commercial entity.

**I confirm that the above terms and conditions have been read and understood by me and I agree to abide by them.**

**I hereby give my consent to VFS to use my personal information to identify other products and services that might be of interest to me and to market additional goods, services and special offers from VFS, its affiliates, or VFS's third party business associates.**

**OR**

**I do not wish to have my personal information used to identify other products and services that might be of interest to me and to market additional goods, services and special offers from VFS, its affiliates, or VFS's third party business associates.**

\_\_\_\_\_  
Signature of applicant ( of guardian if below 18 years )

\_\_\_\_\_  
Date



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EST. 2001



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**STRICTLY FOR OFFICE USE**

**ASSESSMENT**

- Pending
- Forward to Appraisal Team

Comments:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pending cleared: Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**APPRAISAL**

- Approved
- Refused

Comments:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**CONFIRMATION**

SRN: \_\_\_\_\_  
 Application # \_\_\_\_\_

Comments, if any:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**DNRD**

- Approved
- Refused

VCN: \_\_\_\_\_ Issued on: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**AUDIT**

Comments, if any:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_