



CHECKLIST FOR WORK VISA(VN) NATIONAL (D)

THE APPLICANT MUST SUBMIT THE APPLICATION IN PERSON – Do not staple documents – Please do not provide documents in the form of screenshots or photos. Original and 1 copy (originals and/or certified copies will be returned if a copy is provided).

1.	☐	VISA APPLICATION FORM , duly completed in English and signed by the applicant (for minors: signed by both parents and the legal guardian).
2.	☐	BIOMETRIC PHOTO: a color photo (taken within the last 6 months), ICAO format (35 mm x 45 mm), white background, full-face view facing forward. Scanned or photocopied photos are not accepted.
3.	☐	PASSPORT – Original and a copy of the biometric data page, plus copies of previous visas for the Schengen Area, the USA, or the UK. It must be valid for at least 3 months beyond the applicant's last day of stay in the Schengen Area and issued within the last 10 years. Please ensure the passport is signed and contains two blank pages for the visa.
4.	☐	Letter of authorization (Nulla Osta) issued by the competent Immigration Authorities (SUI);
5.	☐	An up-to-date Chamber of Commerce registration extract for the company, as well as financial statements, tax returns, or other documents attesting to its financial stability and proof of actual business operations (website, photographs of the premises, licenses, authorizations); or, for domestic employers, documents attesting to the household's financial capacity (by presenting the income tax return for the immediately preceding year), the employer's family status certificate, and Form A-Bis;
6.	☐	REQUIRED DOCUMENTS - Original birth certificate and a legible copy for each applicant. - Sworn declaration by the visa applicant regarding their family unit (Ghanaian sworn declaration), stating the name of the spouse and of all children of all ages (including those from any previous marriages/relationships), regardless of their place of residence.

IMPORTANT NOTE:

The submission of false or counterfeit documentation will automatically result in the **REFUSAL OF THE VISA**, and a report will be immediately filed with the relevant Ghanaian, Togolese, and/or Italian authorities.

The assessment of visa applications is the sole responsibility of the Embassy. The Visa Section may, at any stage of the process, summon the applicant for a consular interview or request additional documentation beyond what is listed on the information pages.

Submitting the complete set of required documentation does not automatically guarantee the issuance of a visa; this remains subject to the outcome of checks required by current regulations and the discretionary assessment of the consular authority.