

TRAVEL CHECKLIST



ALL DOCUMENTS ARE AVAILABLE AT:
<http://teachonthebeach.org/volunteer-resources>

Step One: Confirm Your Trip

- Check if your Passport is valid with at least 6 months until expiration
- Purchase round-trip airfare to Accra, Ghana (airport code: ACC)
- Purchase Travel Insurance, usually can be purchased along with your airfare for approx. \$60-70
- Confirm your trip at <http://teachonthebeach.org/confirm>

Step Two: Visa Application

Download the following forms and instructions from teachonthebeach.org/volunteer-resources

- NYC Ghana Consulate Visa Application Form
- Ghana Visa How-To
- Visa Sample

Mail the following to the Consulate **at least 4 weeks before departure.**

- Completed NYC Ghana Consulate Visa Application Form
- Two (2) passport sized photos (attached to the form in the designated area)
- Valid Passport (yes, the actual passport needs to be sent)
- Photocopy of the personal information page (first page) of your passport
- Printed copy of your itinerary
- Print the Visa Invitation Letter & supporting ID of Teach on the Beach's Ghana Director (sent upon confirmation)
- Cash or Money Order payable to 'Mission of Ghana' for \$60 (single entry visa)
- Mail Visa application to the Ghana Consulate in New York (address on visa form) **WITH self-addressed, stamped envelope for return postage**

Step Three: Finalize

- Travel Waiver, read carefully and sign
- Sign Terms of Volunteer Service Sheet
- A check or money order for the amount due on your Invoice, please review your dates.
- Sign up for both Travel and Teaching Orientations – one hour each, held separately – listed at <http://teachonthebeach.org/volunteer-resources>

All checks must be made payable to 'Teach on the Beach'

Our mailing address is:

**Teach on the Beach
327 West 89th St.
#3F
New York, NY 10028**