

User Guide For Consular Services

GHANA CONSULATE ESWATINI

User Guide – Consular Services

Ghana Consulate Eswatini

How to Apply for the consular services

GCE Portal (www.gceportal.co.sz)

1. Introduction

This guide provides step-by-step instructions on how to complete the application form using the Ghana Consulate Eswatini (GCE) Portal available at: www.gceportal.co.sz

This process is designed for Ghanaians nationals living in Eswatini who wish to register for engagement services and emergency support through the Consular's platform.

2. System Requirements

Before starting your application, ensure you have:

- 1) A stable internet connection
 - 2) A valid email address
 - 3) A scanned copy of required documents (PDF/JPEG format)
 - 4) A valid identification document (passport or national ID)
 - 5) A device (computer, tablet, or smartphone)
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3. Accessing the GCE Portal

- 1) Open your web browser (Chrome, Edge, Firefox recommended)
- 2) Navigate to: www.gceportal.co.sz
- 3) Wait for the homepage to fully load

3.1 Access the Form Directly

- 1) Navigate directly to the [consular services](#) on the [Ghana Consulate Eswatini Portal](#).

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4. Completing the Application Form

- 1) **Personal Information:** Fill in your Title, full names, date of birth, email address, phone number, Eswatini ID Number, Passport Number, Current physical address, employer, occupation and home address.
- 2) **Next of Kin Information:** you must provide details for a next of kin names, relationship, contact number, email address and home address.
- 3) **Contact Person In Ghana:** provide a contact person currently residing in Ghana, Full names and surname, contact number, email address, relationship, employer and full physical and residential addresses.
- 4) **Image Upload:** please provide copy of your ID and passport documentation. Ensure that files are clear and readable and file size meets system limits (10 mb)
- 5) **Submit:** Review all entered information for accuracy and submit the form via the portal. Wait for confirmation message.
- 6) **Tracking Application Status:** an email will be sent to the email address entered in the application under the section for Applicant's Personal Information and at the footer of the email message, a phrase sent from Ghana Consulate Eswatini will be seen.

Contact for Assistance

If you encounter technical issues or have specific questions regarding your application, you can reach the consulate through the following channels:

- **Mobile:** +268 7602 3788.
 - **Email:** secretary@ghanaconsulate.co.sz.
 - **Location:** Mallya House, Lot 136, Esser Street, Manzini Eswatini.
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