

**NYU Accra**  
**Kotoka International Airport**  
**Arrival Information**

**AKWAABA!**  
**(Welcome!)**

A few points to note before you board the plane:

- Remember to confirm your flight as well as check-in times
- Also confirm luggage restrictions, both your main bags as well as carry-on in terms of the weight you are allowed to have and what you can and cannot bring along with you especially if you are traveling via the UK.
- After all these checks, you should be ready for your journey to Ghana!

**The following paragraphs provide as much information as possible about what to expect upon your arrival in Ghana until you get to the NYU Accra residential facility.**

NYU Accra staff will meet **ALL** students arriving into the Kotoka International airport provided they have given staff of their arrival information. The housing facility in Accra will **NOT** open until the start of the term, **January 22, 2017 at 7am.**

**Remember, it is against the law to take pictures of any facilities, or personnel, which the government of Ghana has**

determined as having a security purpose. This includes all areas of the airport and the staff there. While you might want to take pictures, please refrain from doing so unless you ask permission first. As this is designated as a security facility you should also expect to see a higher level of visible security presence than you might be accustomed to.

### Forms

Before landing you should complete two forms for immigration and customs. Unless you have all of your passport information memorized, you will need it to complete these forms. The first form you will complete is for Immigration (pink.) The second form is for Customs (blue.) We strongly recommend that you do not bring any items that you would need to claim. Keep both of these forms accessible with your passport and other documents as you deplane. Also, ensure you have your baggage claim tickets. Airlines usually put these on the folder holding your ticket and travel documents. You will need these!

### Landing

Depending upon the arrival flight, you will either walk from the plane to the airport building, or in some cases be bused. **Students should have their visa in their passport, immigration and customs forms (completed already) as well as their Yellow Fever vaccination record, proof of return ticket, and letter of admission from NYU Accra all readily available.**

### Immigration

Once entering the airport, you will first pass through immigration. You will need to utilize the appropriate lines for “other nationals” (non-Ghanaian, EU, or West African nationals [ECOWAS]). These lanes are located on the left side

of the immigration hall. Please ensure that you have all of your personal documents ready to show the officials. This is where you will need to show the immigration form, which will be collected from you. While we advised the relevant authorities about the opening of NYU Accra in August 2004, it is still not a popular program, so please have the address of the Academic Center (**No. 8, 3<sup>rd</sup> Norla Street, North Labone, Accra**) as well as the Residence Hall (**No. 26, Church Crescent, North Labone, Accra**) ready should you be questioned about where we are located or where you will be living (it is common you will be asked where you are living/staying.) Please note that in the afternoons/evenings some flights land close together, meaning lines in the immigration area can be lengthy at points. Please move as quickly as possible to the appropriate line from the plane, and be patient as you would when entering any other country.

### **Luggage and Customs**

Upon clearing immigration you will enter the luggage claim area. There are carts available for you free of charge in this area, and we highly recommend that you utilize these for your luggage, as you will be going down a level in the airport, as well as moving luggage to the ground transportation. Should any of your luggage not arrive, please speak with the appropriate airline representative **BEFORE** exiting this area, filing all necessary paperwork and giving the contact information of the **ACADEMIC CENTER** (No.8, 3<sup>rd</sup> Norla Street, North Labone Accra) not the residence hall.

Once you have secured your luggage you will exit into another area of the Kotoka International airport. You will have a choice of turning left or right. You should take a left. The left

turn will lead you into a U-turn down a large ramp. At the bottom of the ramp you will enter an indoor waiting area where you would find the customs check point.

At the customs checkpoint, you will need to hand over your customs form. While no one from NYU coming into Ghana has been taxed on personal items brought into the country, some electrical appliances could be taxed. If they should apply the tax to your items **ensure you keep all documents on this** as you can retrieve the tax upon your departure. Customs officials may or may not open your luggage. You should be prepared to explain any items, which you might have. Most students have walked through without being asked to stop, while a few have been questioned. As in the U.S. and elsewhere in the world, it is at the discretion of the officials to question who they would like to. Should you have a large quantity of something (i.e., medication) be sure to advise the authorities that you are studying in Accra for 4-5 months. Remember to pack all medications in the original bottle, with the prescription on the label.

### Meeting Area

After you clear customs you will exit into the main area of the Kotoka International airport. Before leaving this area your luggage may be checked for the last time. Ensure that the tags on your luggage match the numbers assigned by the airline. Please have your airline tags from the airline available for showing. After your bags have been checked for the last time, continue moving till you come to the external waiting area. NYU Accra staff will meet you in this area. Staff will have signs that read “ NYU ACCRA”

NYU Accra Staff will guide you out of the waiting area to the bus that will transport you to your residence. In this area, it is possible that individuals will ask if you need assistance, a taxi, etc. Please politely **decline**, saying you are with NYU Accra staff. Should you notice non-NYU persons trying to assist other students (or tagging along looking like they are helping), please assist your fellow students in reinforcing that no one needs assistance. As with any country, the arrivals section can be chaotic, and the staff needs your assistance in enforcing this boundary with people on the ground.

As with most international greeting areas, the Accra airport has many people waiting for passengers. You will see that the external waiting area is very crowded, and may have a high level of security. As you move through this area to the van, you should watch your belongings, not accept assistance from porters, and be friendly with the security staff who will offer assistance. Usually these people may expect a tip though assistance may be minimal but you do not have to worry about that. NYU Accra staff will take care of that.

It is important that as you exit into the public area, you move as a group, move quickly, and follow **ALL** staff instructions. Our priority is to get you to the NYU facilities as quickly as possible.

Should you miss the NYU Accra staff, contact any security personnel at the airport and kindly ask to call a staff at this number:

**Marian Ansa-Otu (Programs Manager, Student Services):  
0243-150011**

**Chris Amisah (Facilities Assistant) 0243-831412**

Should you have any questions about these instructions, please email us at [nyu.accra@nyu.edu](mailto:nyu.accra@nyu.edu) no less than 72 hours before you depart for Ghana.

NYUAccra  
No. 8, 3<sup>rd</sup> Norla Street  
North Labone  
Accra, Ghana

Website: <http://www.nyu.edu/studyabroad/ghana>

Email: [nyu.accra@nyu.edu](mailto:nyu.accra@nyu.edu)

**NANTE YIE!**  
(Safe travels!)