



**IMPORTANT VISA INFORMATION
FOR THOSE USING G3 GLOBAL SERVICES**

Dear Traveler,

As you prepare for your upcoming cruise with Academic Arrangements Abroad, we would like to remind you that a visa is required for your visit to Russia. This visa must be obtained in advance of your departure from the United States.

Due to the complexity of the Russian visa process, we highly recommend that you utilize the services of G3 Global Services, LLC, our suggested visa and passport service agency. Alternatively, you may apply to a Russian Visa Office (locations depend on your state of residence).

Please also note that the Russian visa application must be completed online, printed out and signed. The enclosed information is specifically tailored to travelers who choose to apply through G3 Global Services.

As the Russian online application is difficult to navigate, we have enclosed a customized visa questionnaire and an instruction sheet from G3. To apply through G3, please complete the included questionnaire, scan and e-mail it to ArrangementsAbroad@g3visas.com or fax it to 866.611.6960. A G3 associate will then complete the online application for you and email (or mail) it back to you so you may print, sign and include it in your package to G3.

We recommend that you apply for your visa between April 21 and June 5, 2017 (90 to 45 days prior to your US departure). Please use a delivery service with a tracking number, such as FedEx or USPS Express Mail, when sending in your passport and application to the visa service.

Please ensure that your passport has at least two blank visa pages facing each other and will be valid for **at least six** months following your tour (until January 30, 2018 or later). G3 can assist with passport renewals and replacements of lost or damaged passports, if necessary.

If you have any questions about the visa process, please contact G3 directly at 866.945.8472 or ArrangementsAbroad@g3visas.com.

Sincerely,

Katie Schorr

Client Services Associate

Academic Arrangements Abroad



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Visa Order Form

Visa Instructions

STEP 1: Please complete this cover sheet and the enclosed Russian Visa Questionnaire (one per guest) and email it to G3 at ArrangementsAbroad@g3visas.com along with a scan of the information/photo page of your valid passport. A G3 associate will complete your application online and email you a PDF of the application to print, sign, and include in your package. You may also elect to fax your questionnaire to G3 and have your completed application returned by US Mail. Your completed application will be emailed to you within 3 business days. *The completed online application must be returned to you before the passport, photograph, payment and original cover sheet are sent to G3.*

STEP 2: After you receive the completed online application from G3, you should review it for accuracy, then sign in ink. An accompanying letter will provide a detailed list of items to return to G3 with your signed application and passport. If you would like to begin preparing those materials, they are as follows:

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry. G3 can assist with expedited passport renewals and additional passport pages.
- One 2" x 2" passport size photograph, on photo paper with a plain white background.
- A copy of confirmed international flight itinerary showing your name.
- Minor visa applicants and non-US citizens are subject to additional requirements; please contact G3 for assistance.

Traveler Names

1	2
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Travel Details

Date of US Departure:	I must have my passport no later than:
Other visa or passport services requested:	
Notes:	

Contact and Shipping Information This must be a physical address for FedEx delivery; no P.O. Boxes.

Name:		
Street Address:		
City:	State:	Zip Code:
Email:		
Day Telephone:	Mobile Telephone:	

Payment Information

Payment Via: Check (payable to G3 Global Services)
 Credit Card

For Payment Via Credit Card:

Visa/MasterCard: ---

Exp. Date: ___/___ Security Code:

OR

American Express: --

Exp. Date: ___/___ Security Code:

Name as it appears on the card:

Billing Address:

City: State: Zip:

Signature: _____

Total Fees

Payment includes consular fees, G3 service fees, and return shipping via Federal Express. Requirements and fees are subject to change without notice. The Consulate will not accept applications more than 90 days in advance of departure. Processing times begin when G3 receives all Step 2 documents.

Visas will be valid for a single entry with a stay of up to 30 days.

Select one: FEE # Travelers TOTAL

Russia Visa, 21 Business Day Processing X =

Russia Visa, 10 Business Day Processing X =

Add 5% for credit card convenience fee

Total Payment Enclosed



- This completed questionnaire. You may save your answers on this file and email directly to G3. All questions must be answered in order for G3 to complete your application accurately.
 - A scan of the information/photo page of your valid passport.
 - Your completed Visa Order Form.
 - Your completed Invitation Order Form, or a scan of your official invitation or your complete invitation Telex details.
 - If you have previously visited Russia, provide scans of all previous Russian visas issued within the last three years.
- These items may also be sent to G3 via fax or postal mail.*

This document is for G3 use only and is not the official visa application.

YOUR NATIONALITY:

Country of Citizenship: USA Other: _____

Have you ever held Russian or USSR citizenship? No Yes (provide details below)

If you previously held Russian or Soviet citizenship, please state how you lost your Russian/Soviet citizenship, including the country you emigrated to and any other pertinent details.

Date you lost Russian/Soviet citizenship: ___ / ___ / ___
Day Month Year

YOUR VISA REQUEST:

Purpose of Visit: Business Tourist
 Flight Crew Homestay
 Other: _____

Specific Purpose of Visit (i.e. business meetings, tour group, etc.): _____

Number of Entries: Single Double Multiple

Date of Entry: ___ / ___ / ___ Date of Departure: ___ / ___ / ___
Day Month Year Day Month Year

Your visa will be issued with the precise dates and number of entries listed on your official invitation. Overstaying the duration of your visa will result in penalties possibly including hefty fines and/or detainment by Russian immigration authorities.

YOUR PERSONAL INFORMATION:

Last Name: _____

First Name: _____

Middle Name: _____

If your name has legally changed, list your previous name(s) here: _____

Sex: Male Female

Date of Birth: ___ / ___ / ___
Day Month Year

Visa Questionnaire



VISA QUESTIONNAIRE RUSSIA

Country of Birth: USA Other: _____

Place of Birth: City: _____ State: _____

Marital Status:

Married Single (Never Married) Divorced Separated Widowed

Your Spouse's Name (complete even if separated, divorced, or widowed):

Last Name: _____

First Name: _____

Middle Name: _____

Spouse's Date of Birth: ____ / ____ / ____
Day Month Year

Spouse's Country of Birth: USA Other: _____

Spouse's Place of Birth: City: _____ State: _____

YOUR PASSPORT DETAILS:

Type of Passport: Personal/Tourist Official Government Diplomatic

Passport Number: _____

Date of Issue: ____ / ____ / ____
Day Month Year

Date of Expiry: ____ / ____ / ____
Day Month Year

Issuing Authority: US Department of State Other: _____

HEALTH AND TRAVEL INSURANCE:

Have you purchased travel insurance for your trip? No Yes, insurance company name: _____

Name of Health Insurance Company in US: _____

YOUR STAY IN RUSSIA:

Russian Cities to be Visited: _____

List the details of the places you will stay in Russia:

Name of First Hotel or Private Host: _____

Address: _____

Telephone: _____

Name of Second Hotel or Private Host: _____

Address: _____

Telephone: _____

Visa Questionnaire



VISA QUESTIONNAIRE RUSSIA

Name of Third Hotel or Private Host: _____

Address: _____

Telephone: _____

MISCELLANEOUS QUESTIONS:

Have you ever been refused a Russian visa? Yes No

Have you ever had a Russian visa cancelled? Yes No

Have you ever been deported from Russia? Yes No

If you have any professional experience relating to firearms, explosives, or nuclear technology, please describe:

If you are a member of any professional or charity organizations, list the names of the organizations: _____

Have you ever been a member of the military? No Yes (*complete details below*)

Service (i.e. US Navy): _____

Highest Rank Obtained: _____

Specialization: _____

Dates of Active Service: _____ / _____ / _____ to _____ / _____ / _____
Day Month Year Day Month Year

Did you participate in combat? No Yes (*complete details below*)

Name of Conflict: _____

Location of Conflict: _____

Date of Conflict: _____ / _____ / _____
Day Month Year

YOUR EDUCATION:

Provide the details of the highest degree or diploma you have obtained. If you hold more than one degree at or above the undergraduate level, provide details for your two highest degrees.

Most Recent Educational Institution:

Name of School: _____

Degree Obtained/Major: _____

Address: _____ City: _____ State: _____ Zip: _____

School Telephone: _____

Dates of Attendance: _____ / _____ to _____ / _____
Month Year Month Year



VISA QUESTIONNAIRE RUSSIA

Previous Educational Institution:

Name of School: _____

Degree Obtained/Major: _____

Address: _____ City: _____ State: _____ Zip: _____

School Telephone: _____

Dates of Attendance: _____ / _____ / _____ to _____ / _____ / _____
Month Year Month Year

YOUR PREVIOUS EMPLOYMENT:

Please provide the details about your last two places of work, not including your current employment.

Most Recent Previous Employment:

Name of Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Your Position: _____

Telephone: _____ Your Supervisor's Name: _____

Dates of Employment: _____ / _____ / _____ to _____ / _____ / _____
Month Year Month Year

Second Previous Employment:

Name of Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Your Position: _____

Telephone: _____ Your Supervisor's Name: _____

Dates of Employment: _____ / _____ / _____ to _____ / _____ / _____
Month Year Month Year

YOUR TRAVEL HISTORY:

Have you ever been issued a Russian visa? No Yes, details below:

Date of Issue			Issued by Consulate	Is This Visa Still Valid?
Day	Month	Year	(i.e. Washington, DC)	
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes

Scans of all Russian visas issued within the past three years must be emailed to G3.

Has your passport ever been lost or stolen? No Yes

visaquestionnaire



VISA QUESTIONNAIRE RUSSIA

Please use the table below to list the countries you have visited in the last 10 years, with the date of visit. (Dates may be approximate.) If you have visited more than five, please list the five most recent.

Date of Visit			Country
Day	Month	Year	

Have you ever held a passport from another country? No Yes: _____
Country Name

YOUR PARENTS:

Your Father's Full Name (even if deceased): _____

Your Mother's Full Name (even if deceased): _____
Please list your mother's maiden name, if applicable.

YOUR CONTACT INFORMATION:

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Home Fax (if any): _____

Home Email: _____

Name of Employer or School: _____

Your Position: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Telephone: _____ Work Fax (if any): _____

Work Email: _____

RELATIVES IN RUSSIA:

Do any of your relatives currently live in Russia? No Yes (please complete table below)

Full Name	Address	Date of Birth			Relationship to You
		Day	Month	Year	

Visa Questionnaire