

As of July 1, 2011 all Russian consulates are demanding all visa applications be completed online, using an external website located in Russia. Applications are to be completed online through the website in Russia, printed and signed. The new process differs from the previous application requirement in that the invitation information must be obtained and known before the application can be printed and submitted for the visa.

G3 offers Russian Concierge Level Services for clients who do not want to or unable to complete the new online application. G3 can complete the online application on your behalf and return it electronically to an email address or by physically mailing the completed documents back to a postal address for signature.

For those who would like to complete the application on their own, G3 provides this document as a guide to navigate the site and generate a proper and correct application.

Please be advised the new Russia online application is external and not part of G3. As a result, G3 cannot provide our normal level of superior support for travelers completing this application on their own. This guide is a comprehensive detailing of the online process.

Please Note: G3 is unable to offer technical support or telephone assistance to applicants completing their own application. Should G3 receive an application that has been incorrectly filled out, Concierge Level Service fees will be required to have a G3 visa expert edit or recreate the application.

The Prerequisites

In order to complete the application the following prerequisite information must be known,

- ✦ **Passport details:** The passport you will use to apply for the visa. It should be valid and signed, with at least six months validity from the time you return from Russia.
- ✦ **Official invitation information:**
 - **For Tourist Visas:** The name of the Russian hotel or Tour Company. Their address and telephone in Russia, the voucher number and the Ministry of foreign Affairs reference number and the cities to be visited. All of information is printed on the tourist invitation also known as the voucher. Information on the application must match the invitation details exactly.
 - **For Business Visas:** The name, address and telephone number of the Russian company.
 - **Telexes:** Name, address and telephone of the Russian sponsor. The telex number, the release date and the appropriate consulate where the telex was sent to.
 - **Paper invitations:** Name, address and telephone of the Russian sponsor The Ministry of Foreign Affairs (MFA) registration number and the invitation issue number.

- **For Home Stay/Private Visas:** The name, address and telephone of the Russian citizen. The official invitation number issued by the local OVIR in Russia.
- ✧ A sample of all the questions is available on the [Visa Questionnaire](#) document in the appendix section of this document. This document is the document G3 visa experts use to create the application for Concierge Level visa processing. It's included for applicants as a guide.

GENERATING A NEW APPLICATION:

The process starts at the website <http://visa.kdmid.ru/>, with the "Complete new application form" button.

Make note of the application ID provided on the next page.

Purpose of Visit (section):

This is the section where you state what Category of visa you are applying for.

There are many categories of Russian visas available. This guide uses examples specific to business, tourist and private homestay visas.

Business:

For Business visas, choose the option **BUSINESS** under "Purpose of Visit (section)."

The application will auto populate the next field "Purpose of Visit"; choose the particular type of business. Generally, if you don't see your business activity specified, for most business travelers the option of **BUSINESS** is appropriate. The third field will auto populate with COMMON BUSINESS.

Number of entries is indicated by checking one of the three options, "Single," "Double," or "Multi". Also indicate the date and departure as printed on the business invitation or issued inside the telex coming from Russia. Your invite sponsor/host in Russia will have that information. Note that *Number of entries is determined solely by what is indicated on the invitation or telex and it is not at the discretion of the applicant to deviate from it.*

Tourist:

For Tourist visas, chose the option **TOURISM** under "Purpose of Visit (section)."

The application will auto populate with the next field "Purpose of Visit", the option **TOURISM** is sufficient for most applicants.

Number of Entries (either single or double) and dates for tourist visas are determined solely by what is printed on the official tourist confirmation/voucher from the Russian hotel or tour operator. If you need additional entries or require additional time outside of the dates on your existing hotel voucher, a new voucher is required for a correctly issued visa. G3 provides tourist vouchers valid for a maximum of 30 days and up to two entries in a 30 day period. Multiple entry and validities past thirty days are not available for tourist visas. 90 day stays or multiple entries for a year can be obtained using a business invitation only.

Homestay:

These visas require the original invitation issued in Russia from the local OVIR authority only to registered Russian citizens. It can take two to eight weeks to have the document generated. Note- G3 recommends tourist or a business visa for travelers who have problems obtaining this document from the friends or family in Russia.

For Homestay visits chose the PRIVATE VISITS under the purpose section and choose PRIVATE if staying in a Russian home. The Visa category and type field will auto-populate with the option COMMON PRIVATE.

Choose your number of entries and dates as written on your home stay invitation.

Dates of Entry and Exit:

Ensure that the dates you list are exactly the same as the dates on your official invitation, even if you will only be in Russia for a portion of that time. Your invitation and application must match, otherwise the application will be rejected.

Passport Details:

For most applicants traveling with a Blue US Passport, check the box for TOURIST under "Type of passport". Give your passport details as printed in the main page of your passport. For "Passport issued by" indicate what is printed inside your passport main page; for US citizens the answer "US Department of State" is always appropriate.

Visit Details:

For Tourist:

You need to know the reference number and name of the Russian tour company who issued the voucher. This number is usually printed in the seal of the voucher. Also need is the confirmation number, which is the number usually printed on the top of the voucher. Applicants should provide the route of journey by indicating the cities in Russia you intend to visit.

For Business:

Business applicants indicate the name and address of the Russian sponsor or Host Company. For telexed approvals indicate the assigned telex number in the field asking for a MFA Directive Number. Your sponsor in Russia will have this number after they apply for your approval in Russia with the foreign Ministry. If you have a paper invitation, indicate the invitation number in the field that asks for it.

For Homestay:

Homestay applicants indicate the names and home address of the host in Russia. Also indicate the invitation number printed on the document from the local OVIR.

Place of Stay in Russia

Provide the hotel name, address and telephone number for tourist and business requests. Homestay applicants indicate the Russian address where they are staying.

Additional Information:

The application asks a series of questions. Please indicate the appropriate answer by placing a check in the appropriate box. If you belong to any organization or have special training that you want the Russians to know about indicate it in the appropriate field or just indicate no.

Education and Previous Employment:

Enter in the address, phone number, fax, and email for schools and previous employers. If you do not have any of this information, type N/A.

Last Visit Details

If you have previously visited Russia, you will need to specify the date your visas were issued and the location of the issuing consulate. You will also be asked for details of other countries visited within the last ten years; if you have visited many countries it is not necessary to list more than five. The question "List all countries which have ever issued you a passport" should be answered with "United States" if you are a US citizen, and if you have ever held a passport from a different country, check "Add" and give the name of the country if applicable.

Miscellaneous Information

Indicate parent's name. Indicate maiden name for mother. A middle name can be substituted for patronymic name. The names are required even if your parents are deceased.

Provide your home and work contact information. If you do not have a fax number, type "no fax."

Appointment Date

The appointment date must be at least a day or two in the future. If traveling under a business telex, indicate the release date obtained by your sponsor in Russia. You should also indicate the city where you intend to have your application by selecting the "Visa Application Center ILS" for that city.

Edits and Printing

You will be able to review all the information you have provided; if you are satisfied, click "Save." You will be taken to the "Application successfully completed" page to print the application.

This page will show the settings to use when printing is displayed. Follow the example to ensure proper printing. The embassy routinely rejects applications that are not printed following their exact requirements. Select "Print Letter" to produce the application as a PDF. Print and sign your application in ink.