

Russian Business Visa Application Guide

The following instructions will assist you in completing successfully your Russian Business Visa Application Form.

Tips for Completing Your Russia Business Visa Application Form.

- Allow approximately 30-45 minutes to complete the application
- It is recommended that you examine this guide in its entirety before beginning the Russia Business Visa Application Form. Ensure that you possess the information and documents required to complete the application
- It is recommended that you click the "SAVE DRAFT" button before moving on to each new screen during your application process
- You will be able to save and to edit your application if you do not complete it in one sitting or if you make an error:
 - To return to or to edit a saved application you will need your numeric Application ID and the passport you set up at the onset of the process, your date of birth and the first five letters of your surname.
 - To retrieve or to edit a saved application return to the main Russia Visa Application website, <https://visa.kdmid.ru/PetitionChoice.aspx>, and click the button:



When you have completed the Russian Business Visa Application Form, you will send to us:

- The final printed Russian Visa Application, including your original signature and the date, with the required documents listed in our Application Kit. Photocopies of your signature will not be accepted
- The printed copy of the Application ID screen. Write on this paper the password you used. This information is essential if changes are required to complete your application. Changes are very common. Be aware that we will be required to call you should you forget to include this information resulting in a slower application process.

There are a number of steps to completing your Russia Business Visa Application Form

1. Visit the website

The Russian Visa Application form can be found at <https://visa.kdmid.ru/PetitionChoice.aspx>.

2. Application ID

- a. Your first step will result in your receipt of an Application ID number. **You must print this screen and send a copy of this page to us with your application and passport.** You will be asked to provide a password. Write this down on paper. If we do not receive this information your application could be delayed if corrections or amendments are required. Changes are very common.

Select "UNITED STATES" from the first drop down list, then select your choice of language from the next drop-down list.

- b. Accept the terms of service by checking the appropriate box

Click this box to begin your new Russian visa application.

Choose a password and record your answer.

Your application ID: 726916
Please, write down your application ID and keep it in a safe and secure place.

Print application ID Next

Click "Print application ID" and write on this page your password. Send a copy of this page with your completed application and passport.

3. Visa Details

Visa details

Nationality: UNITED STATES

If you had USSR or Russian nationality at some time please select "yes" and indicate when and why you lost it: no

Purpose of visit (section): BUSINESS VISITS

Purpose of visit: BUSINESS

Visa category and type: COMMON BUSINESS

Select "BUSINESS" as the Purpose of Visit, and "COMMON BUSINESS" as the Visa category and type.

Select "BUSINESS VISITS".

Number of entries: SINGLE

Date of entry into Russia: 13 January 2013

Date of exit from Russia: 18 January 2013

Next Cancel

Enter number of entries. This should match your Russia Invitation.

Enter date of entry and date of exit. Drop down are in Day/Month/Year order.

4. Personal Details

All provided information should match exactly the information in your passport. Your 'surname' is your last name. Please fill in each section which is marked with a red asterisk. If you are married, you will need to provide details of your spouse including your spouse's full name, date and place of birth.

<ul style="list-style-type: none"> Visa details Personal details Passport details Visit details Additional information Last visit details Miscellaneous information Appointment details 	<p>Surname (as in passport) *</p> <input type="text" value="Smith"/>	<p>Enter your surname using letters of the English alphabet as shown in your passport</p>	<p>Ensure that the names you enter in your Russia Business Visa Application match exactly the information in your passport.</p>
	<p>First name, other names, patronymic names (as in passport) *</p> <input type="text" value="Jane Mary"/>	<p>Enter your first name(s), middle name(s) and/or patronymic name(s) using letters of the English alphabet, as shown in your passport</p>	
	<p>Other names used in the past (maiden, religious, etc.)</p> <p>Last/first/middle name</p> <input type="text" value="Davis"/> <p>Delete</p> <p>Add</p>	<p>If you ever used other names (maiden name, pseudonym, holy order etc.) you must enter them. You should only enter one name in each field. To enter other names please use the option "Add"</p>	
	<p>Sex *</p> <input type="text" value="Female"/>	<p>Enter your gender</p>	
	<p>Date of birth *</p> <input type="text" value="27"/> <input type="text" value="January"/> <input type="text" value="1971"/>	<p>Enter your date of birth, as shown in your passport</p>	
	<p>Your place of birth *</p> <input type="text" value="Fairfax, VA"/>	<p>Enter your place of birth, as shown in your passport</p>	

5. Passport Details

Standard blue US Passports are known as ordinary passports for the purpose of this form. Select "ordinary" for your passport type; even if the purpose of your trip is **business**. Complete the rest of the questions using your passport information. Remember, to enter your passport dates as Day/Month/Year. "Date of Expiry" means Date of Expiration.

<ul style="list-style-type: none"> Visa details Personal details Passport details Visit details Additional information Education and work experience Last visit details Miscellaneous information Appointment details 	<p>Type of passport *</p> <input type="text" value="ordinary"/>	<p>Enter ordinary for your passport type.</p>	<p>Enter your passport type</p>
	<p>Passport number *</p> <input type="text" value="223223223"/>		<p>Enter your passport number (including the series number)</p>
	<p>Date of issue *</p> <input type="text" value="23"/> <input type="text" value="March"/> <input type="text" value="2012"/>		<p>Enter the date of issue of your passport in "dd/mm/yyyy" format</p>
	<p>Date of expiry *</p> <input type="text" value="22"/> <input type="text" value="March"/> <input type="text" value="2022"/>		<p>Enter your passport expiration date in "dd/mm/yyyy" format</p>
	<p>Issued by *</p> <input type="text" value="Dept. of State"/>	<p>Enter the place of issue for your passport.</p>	<p>Enter the name of the authority your passport was issued by</p>

Previous Save draft Next Cancel

6. Visit Details

This screen collects information on your Russian Invitation and your destinations within Russia.

If a CIBT Company is providing the Russia Business Invitation then you should select "NONE" in the dropdown menu under the question "Which Institution you are going to visit?" Then proceed to the Itinerary section. A CIBT company representative will enter your invitation information once it has been received.

If a CIBT Company is not providing the Invitation Letter, then refer to your invitation for this information.

The screenshot shows a form titled "Which institution you are going to visit?". It includes a dropdown menu for "Organization", and input fields for "Name of organization", "Address", "TIN organization", "Directive (telex) number", and "Invitation number". Below this is the "Itinerary (places of visit)" section with a "City name" input field containing "MOSCOW", a "Delete" button, and an "Add" button. Red arrows point from callout boxes to the "Organization" dropdown, the "Directive (telex) number" field, and the "City name" input field.

Which institution you are going to visit?

Organization *

Name of organization *

Address *

TIN organization

Directive (telex) number

Invitation number

Itinerary (places of visit)

City name *

MOSCOW

Delete

Add

Callout 1: If a CIBT Company is securing your invitation then select "NONE" from this menu. Only select "Organization" if you already have an invitation.

Callout 2: Should be left blank unless you have received approval **directly** from Russian Ministry of Foreign Affairs (MFA) in Moscow. Attention! Do not fill in this field if you are not sure of its completion.

Callout 3: Enter your full itinerary of your trip to Russia. You should only enter one place of visit per field. In order to enter more places of visit please use the option "Add"

Callout 4: List all destinations to be visited while in Russia. The cities selected must match those selected on the invitation. Destinations will appear as you begin to type. Click "Add" to include more destinations.

- a. List all the hotels or individuals with whom you will be staying.

7. Additional Information

Provide answers to the numerous mandatory 'yes or no' questions on this screen.

8. Education and Previous Employment

If you have attended higher education, please provide details on the school attended. Provide, name of the school, address, phone number, education focus or degree, dates of admission. If you have not attended higher education, move onto the section below (previous employers).

If you have two previous employers to provide, please provide on this screen. If you have no previous employment, you may simply click "Next" to move on to the next screen. (If you are applying in New York and you elect not to complete this section then you must provide a letter explaining why you have left the field blank).

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9. Last Visit Details

The screenshot shows the 'Last Visit Details' section of a visa application form. On the left is a vertical navigation menu with buttons for: Visa details, Personal details, Passport details, Visit details, Additional information, Education and previous employment, Last visit details, Miscellaneous information, and Appointment details. The 'Last visit details' button is highlighted. The main form area contains three sections:

- Have you ever been issued a Russian visa?** A dropdown menu with a red asterisk. To the right, text reads: "Have you ever been issued a Russian visa before? If the answer is 'yes' you must list all the visas you have ever been issued. You should only enter one visa per field. In order to add more visas, please use the option 'Add'".
- Has your passport ever been lost or stolen?** A dropdown menu with a red asterisk. To the right, text reads: "Has your passport ever been lost or stolen?".
- List all countries you have visited in the last ten years and indicate the date of visit** To the right, text reads: "You must list all countries you have visited in the past ten years. You should only enter one visit per field (country and year). In order to add more visits please use the option 'Add'". Below this are two rows of input fields:
 - Row 1: Country name (COSTA RICA), Visit date (12 February 12), and a Delete button.
 - Row 2: Country name (BOLIVIA), Visit date (14 February 12), and a Delete button.An 'Add' button is located below the second row.

A red arrow points from a text box on the right to the 'Visit date' field of the first entry.

If the answer is "yes," select the country name, fill in the visit date and then press 'Add' to add another country

10. Miscellaneous Information

Complete the questions on this screen. Though not required, you should provide your email address and phone number.

If you are retired are applying in New York then indicate "Yes" for "Do you work" and enter "Retired" and your home address.

11. Appointment Details

The screenshot shows the 'Appointment details' section of a visa application form. On the left is a vertical navigation menu with buttons for: Visa details, Personal details, Passport details, Visit details, Additional information, Education and work experience, Last visit details, Miscellaneous information, and Appointment details. The 'Appointment details' button is highlighted. The main form area contains:

- Select the location where you will be applying for your visa** Below this is a dropdown menu for 'Destination name' with 'Visa Application Center VFS (Washington)' selected. A red asterisk is next to the dropdown.

A red arrow points from a text box on the right to the 'Destination name' dropdown.

The Visa Issuing Office must match the city where you will submit your documents. Refer to the CIBT company's Visa Application Kit Checklist for this city. It is city in which our office is located.

For Washington DC, select: "Visa Application Center VFS (Washington)".

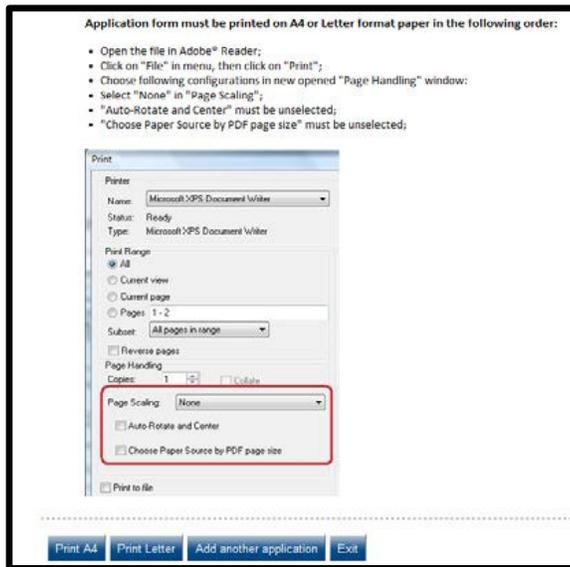
For other cities, select the appropriate Visa Application Center VFS provided on the drop-down list.

12. Visa Details

Confirm that your answers to the listed questions are accurate and examine the document for misspellings. If you need to edit a field, press the “edit” button and you will be taken to the page where you can correct your answer. To return to the Visa Details page you will need to press “Next” through the pages that follow the page you corrected.

When you are satisfied that your application is complete and accurate, press “Save” to proceed to print your application.

13. Printing Instructions



Follow the printing instructions only if you are not able to print your completed application using the “Print Letter” button. Most users will successfully print using the “Print Letter” button.

14. Final Steps:

After printing your application, sign and date the form. Then send it to us with all other documents as requested on the Visa Application Kit checklist. We will attach your photograph to the application on your behalf.

Remember to include the printed copy of the Application ID page.. Write on this paper the security question that you chose as well as your answer. This information is essential if changes are required to complete your application. Changes are very common. Be aware that we will be required to call you should you forget to include this information resulting in a slower application process.