

Russian Student Visa Application Guide

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

Tips for Completing Your Russia Student 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 Student 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 Student 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 Student 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.

Russian Student Visa Application Guide

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

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

Purpose of visit (section) *
STUDY

Select your purpose of visit from the top drop menu list. Then from the lower drop menu list choose the specification of your purpose of visit

Purpose of visit *
STUDY

Select your purpose of visit from the list

Visa category and type
COMMON EDUCATIONAL

Select the specification for your purpose of visit

Select "Study" as the Purpose of Visit, and "Common Educational" as the Visa category and type.

Select "STUDY VISITS".

Number of entries *
SINGLE

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

Date of entry into Russia *
13 January 2013

Enter your intended date of entry to Russia in "dd/mm/yyyy" format

Date of exit from Russia *
18 January 2013

Enter your intended date of departure from Russia in "dd/mm/yyyy" format

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.

Visa details	Surname (as in passport) *	Enter your surname using letters of the English in your passport	Ensure that the names you enter in your Russia Student Visa Application match exactly the information in your passport.
Personal details	<input type="text" value="Smith"/>		
Passport details	First name, other names, patronymic names (as in passport) *	Enter your first name(s), middle name(s) and/or letters of the English alphabet, as shown in your passport	
Visit details	<input type="text" value="Jane Mary"/>		
Additional information	Other names used in the past (maiden, religious, etc.)	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"	
Last visit details	Last/first/middle name		
Miscellaneous information	<input type="text" value="Davis"/>		
Appointment details	<input type="button" value="Delete"/>		
	<input type="button" value="Add"/>		
	Sex *	Enter your gender	
	<input type="text" value="Female"/>		
	Date of birth *	Enter your date of birth, as shown in your passport	
	<input type="text" value="27"/> <input type="text" value="January"/> <input type="text" value="1971"/>		
	Your place of birth *	Enter your place of birth, as shown in your passport	
	<input type="text" value="Fairfax, VA"/>		

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 **Study**. 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.

Visa details	Type of passport *	Enter your passport type	
Personal details	<input type="text" value="ordinary"/>	Enter ordinary for your passport type.	
Passport details	Passport number *	Enter your passport number (including the series number)	
Visit details	<input type="text" value="223223223"/>		
Additional information	Date of issue *	Enter the date of issue of your passport in "dd/mm/yyyy" format	
Education and work experience	<input type="text" value="23"/> <input type="text" value="March"/> <input type="text" value="2012"/>		
Last visit details	Date of expiry *	Enter your passport expiration date in "dd/mm/yyyy" format	
Miscellaneous information	<input type="text" value="22"/> <input type="text" value="March"/> <input type="text" value="2022"/>		
Appointment details	Issued by *	Enter the name of the authority your passport was issued by	
	<input type="text" value="Dept. of State"/>	Enter the place of issue for your passport.	

6. Visit Details

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

Please refer to your invitation for this information.

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 *

In the case of a tourist visa select "Travel company" from the list and give the name and address of the travel company. In the case of business visa select "Organization" from the list and enter in the "Name of organization" name of the host organization, enter the address of the organization and TIN in the appropriate fields. In the case of private visa select "Individual" from the list and enter the name, birth date and home address of the host. In the case of transit, select "None" from the list.

Directive (telex) number: if your trip is organised through the Ministry of Foreign Affairs and you know the directive number, enter it in this field. It is also known as the number of visa guidance and contains only digits. Attention! Do not fill in this field if you are

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.

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"

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).

9. Last Visit Details

Have you ever been issued a Russian visa? *

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? *

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

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"

Country name: COSTA RICA
 Visit date: 12 February 12
 Delete

Country name: BOLIVIA
 Visit date: 14 February 12
 Delete

Add

List all countries which have ever issued you a passport

List all countries which have ever issued you a passport

Country name:
 Delete

Add

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

Appointment details

Select the location where you will be applying for your visa

Destination name: Visa Application Center VFS (Washington) *

The Visa Issuing Office must match the city where you will submit your documents and where your telex has been sent. 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)".

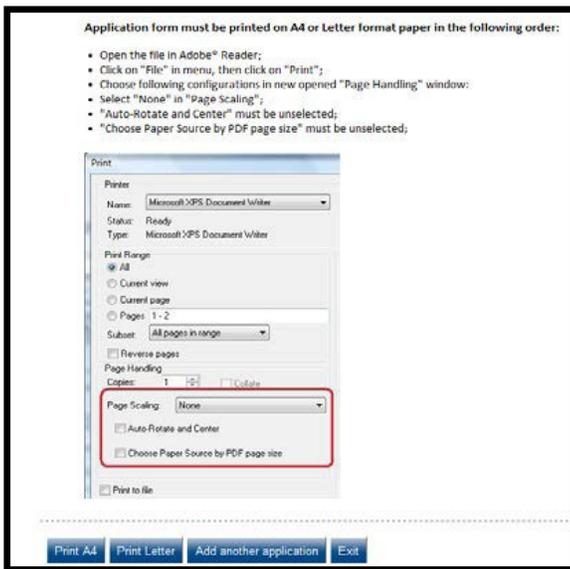
For other cities, select the appropriate Visa Application Center VFS provided on the drop-down list.

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.