

Russian Tourist Visa Application Form Guide

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

Tips for Completing Your Russia Tourist 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 Tourist 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 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, the password 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:

Open previously completed application

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

- The final printed Russian Tourist 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 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.

There are a number of steps to completing your Russia Tourist 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 on this paper. If we do not receive this information your application could be delayed if corrections or amendments are required. Changes are very common.

The screenshot shows the 'Completion of electronic visa application forms' page. It features a header with the Russian coat of arms and the text 'Consular department of the Ministry of Foreign Affairs of the Russian Federation'. Below the header, there is a section for 'Country (select the country where you will be applying for your visit)' with a dropdown menu currently set to 'UNITED STATES'. To the right of this dropdown is a red arrow pointing to a text box. Below the country dropdown is a 'Hints and help language' dropdown menu set to 'ENGLISH'. Another red arrow points from the text box to this second dropdown menu.

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

A blue button with white text that reads 'Complete new application form'.

The screenshot shows the password and CAPTCHA section of the application form. It includes a 'Password' field, a 'Confirm password' field, and a CAPTCHA image with the text 'EXZVL'. To the right of the password fields is a red arrow pointing to a text box. Below the CAPTCHA image is a label 'Enter text displayed on the Image' and a 'Submit' button.

Choose a password and record your answer. It will be required to edit or retrieve a saved application.

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

Visa details Personal details Passport details Visit details Miscellaneous information Appointment details	<p>Nationality UNITED STATES *</p> <p>If you had USSR or Russian nationality at some time please select "yes" and indicate when and why you lost it no *</p> <p>Purpose of visit (section) TOURISM *</p> <p>Purpose of visit TOURISM *</p> <p>Visa category and type COMMON TOURIST *</p>	<p>Enter your citizenship, in accordance with the country or organisation whose passport you will be entering Russian Federation with.</p> <p>Enter "yes" in this field, if you formerly had USSR or Russian citizenship; if not enter "no". If yes, please answer the specifying questions.</p> <p>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</p> <p>Select your purpose of visit from the list</p> <p>Select the specification for your purpose of visit</p>
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Select "TOURISM" as the Purpose of Visit, and "COMMON TOURIST" as the Visa category and type.

Select "TOURISM".

Number of entries *
 SINGLE *

Date of entry into Russia *
 13 January 2013 *

Date of exit from Russia *
 18 January 2013 *

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.

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

5. Passport Details

Standard blue US Passports are known as ordinary passports for the purpose of this form. Select "ordinary", 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.

<p>Visa details</p> <p>Personal details</p> <p>Passport details</p> <p>Visit details</p> <p>Additional information</p> <p>Last visit details</p> <p>Miscellaneous information</p> <p>Appointment details</p>	<p>Type of passport *</p> <p>ordinary</p> <hr/> <p>Passport number *</p> <p>223223223</p> <hr/> <p>Date of issue *</p> <p>23 March 2004</p> <hr/> <p>Date of expiry *</p> <p>22 March 2014</p> <hr/> <p>Issued by *</p> <p>Dept. of State</p>	<p>Enter your passport type</p> <p>Enter your passport number (including the series number)</p> <p>Enter the date of issue of your passport in "dd/mm/yyyy" format</p> <p>Enter your passport expiration date in "dd/mm/yyyy" format</p> <p>Enter the place of issue for your passport.</p>
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Enter the place of issue for your passport.

Previous Save draft Next

Russian Tourist Visa Application Guide

6. Visit Details

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

If a CIBT Company is providing the Invitation Letter then you should enter **Grand Service Group** in "Name of host travel company" field and **MBT #013439** in the "Reference number" field. A CIBT company representative will enter the confirmation number once it has been received. To amend your application a CIBT Company representative will need you Application ID and the security question you chose and your answer.

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

Which institution you are going to visit?

*

Name of organization *

Address *

Reference number *

Confirmation number *

Itinerary (places of visit)

City name *

Do you have medical insurance policy? *

*

Who will pay for your trip and stay in Russia *

*

Do you plan to stay anywhere (hotel, individual) during your stay in Russia? *

*

Type of place of visit *

*

Hotel name *

Address *

Telephone *

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

number with leading zeros

one place of visit per field. In order to enter more places of visit please use the option "Add"

name of your insurance company
ce certificate

Who pays for your travel and stay in Russia? In case of choosing from a list of "Organization" provide the name of the organization paying for your trip. If you selected from the list "inviting person" indicate the full name of the person paying your trip.

your stay in
s yes, you
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choosing
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g person"
n order to

Enter more places of visit please use the option "Add"

Callouts:

- If a CIBT company is providing your Russia Tourist Invitation then enter **Grand Service Group** in this field.
- For address write the word "NONE."
- If a CIBT company is providing your Russia Tourist Invitation then enter **MBT #013439** in this field.
- If a CIBT company is providing your Russian Tourist Invitation enter "0" and a representative will enter the number. Otherwise, enter the "Confirmation number" from your Russia Tourist Invitation.
- 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.
- You must select "Yes" and enter the name of the hotels of domiciles where you will be staying.
- If you are on a cruise and staying on board the ship you still must select "Yes" and then list the name of the vessel on which you will be staying.

Russian Tourist Visa Application Guide

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.

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?

Have you ever visited other countries in the past ten years? *

Have you ever visited other countries in the past ten years? If the answer is yes 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 another country, please use the option "Add"

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

Country name
COSTA RICA

Visit date
12 February 2013

Delete

Country name
BOLIVIA

Visit date
15 February 2013

Delete

Add

10. Miscellaneous Information

Please answer the 13 questions found on this screen, eight of which are mandatory fields

11. Appointment Details

Appointment details

Visa details

Personal details

Passport details

Visit details

Additional information

Education and work experience

Last visit details

Miscellaneous information

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. Refer to the CIBT company's Visa Application Kit Checklist for this city. It is city in which our office is located.

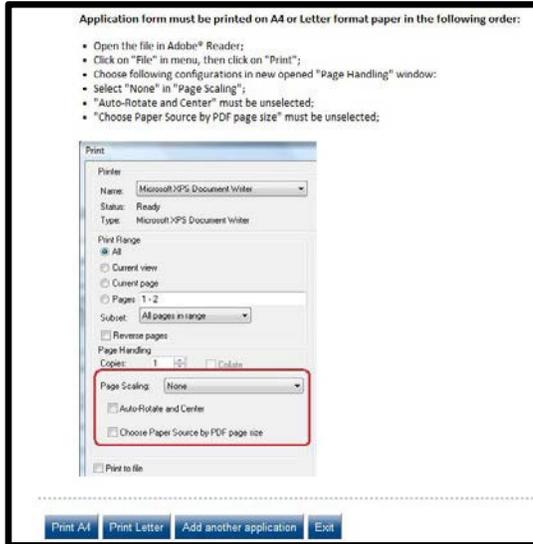
For Washington DC, select: "Visa Application Center VFS (Washington)".
For other cities, select the appropriate Visa Application Center VFS provided on the drop-down list.

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.