

## 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 website header for the Consular department of the Ministry of Foreign Affairs of the Russian Federation. Below the header, there are two dropdown menus. The first is labeled 'Country (select the country where you will be applying for your visa)' and has 'UNITED STATES' selected. The second is labeled 'Hints and help language' and has 'ENGLISH' selected. A red arrow points from a text box on the right to the 'UNITED STATES' option in the first 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 the text 'Complete new application form' in white.

The screenshot shows three input fields. The first is labeled 'Password' with the instruction 'Enter the password'. The second is labeled 'Confirm password' with the instruction 'Enter the password confirmation'. The third is a CAPTCHA field with the instruction 'Enter the writing from the picture and press "Submit". If the symbols are to make out, refresh the page'. A red arrow points from a text box on the right to the password input field.

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.

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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

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

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

Select "TOURISM".

<b>Number of entries</b> SINGLE	Enter the intended number of entries to Russian Federation
<b>Date of entry into Russia</b> 13 January 2013	Enter your intended date of entry to Russia in "dd/mm/yyyy" format
<b>Date of exit from Russia</b> 18 January 2013	Enter your intended date of departure from Russia in "dd/mm/yyyy" format

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"> <li>Visa details</li> <li>Personal details</li> <li>Passport details</li> <li>Visit details</li> <li>Additional information</li> <li>Last visit details</li> <li>Miscellaneous information</li> <li>Appointment details</li> </ul>	<p><b>Surname (as in passport)</b> *</p> <input type="text" value="Smith"/>	<p>Enter your surname using the letters of the English alphabet</p>
	<p><b>First name, other names, patronymic names (as in passport)</b> *</p> <input type="text" value="Jane Mary"/>	<p>Enter your first name(s) using the letters of the English alphabet</p>
	<p><b>Other names used in the past (maiden, religious, etc.)</b></p> <p><b>Last/first/middle name</b></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><b>Sex</b> *</p> <input type="text" value="Female"/>	<p>Enter your gender</p>
	<p><b>Date of birth</b> *</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><b>Your place of birth</b> *</p> <input type="text" value="Fairfax, VA"/>	<p>Enter your place of birth, as shown in your passport</p>

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.

<ul style="list-style-type: none"> <li>Visa details</li> <li>Personal details</li> <li>Passport details</li> <li>Visit details</li> <li>Additional information</li> <li>Last visit details</li> <li>Miscellaneous information</li> <li>Appointment details</li> </ul>	<p><b>Type of passport</b> *</p> <input type="text" value="ordinary"/>	<p>Enter your passport type</p>
	<p><b>Passport number</b> *</p> <input type="text" value="223223223"/>	<p>Enter your passport number (including the series number)</p>
	<p><b>Date of issue</b> *</p> <input type="text" value="23"/> <input type="text" value="March"/> <input type="text" value="2004"/>	<p>Enter the date of issue of your passport in "dd/mm/yyyy" format</p>
	<p><b>Date of expiry</b> *</p> <input type="text" value="22"/> <input type="text" value="March"/> <input type="text" value="2014"/>	<p>Enter your passport expiration date in "dd/mm/yyyy" format</p>
	<p><b>Issued by</b> *</p> <input type="text" value="Dept. of State"/>	<p>Enter the place of issue for your passport.</p>

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## 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** \*

**Callout 1:** 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

**Callout 2:** If a CIBT company is providing your Russia Tourist Invitation then enter **Grand Service Group** in this field. For address write the word "NONE."

**Callout 3:** If a CIBT company is providing your Russia Tourist Invitation then enter **MBT #013439** in this field.

**Callout 4:** 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.

**Callout 5:** 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.

**Callout 6:** 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.

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## 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, press "Add"

Country name COSTA RICA	Visit date 12 February 2013	Delete
Country name BOLIVIA	Visit date 15 February 2013	Delete

Add

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

## 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)".

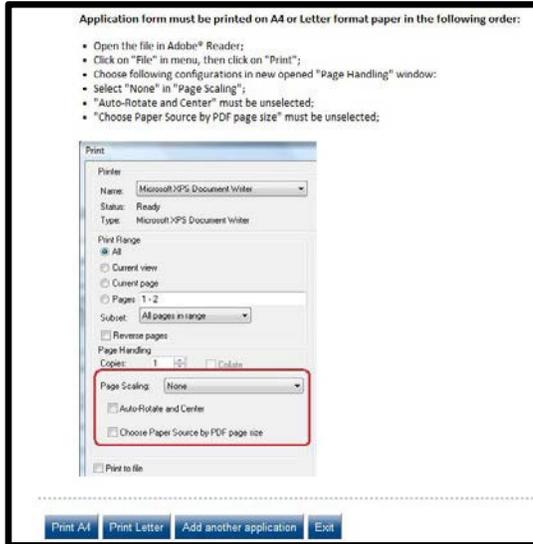
For other cities, select the appropriate Visa Application Center VFS provided on the drop-down list.

## 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.