Russia Visa: Application Guide

PVSglobal

The following is a guide to completing the Russian visa application. The application is completed online, then printed, signed and included with the rest of applicant's documents. <mark>There can be no errors or manual corrections once printed. Any errors may result in rejection.</mark>

The online visa application is broken up into several different pages, each with a few questions. The application has a "session timeout" meaning that if a page is not completed within a specified time (generally about 10 minutes) you will be logged out and may need to begin again.

This guide can be printed and used as a worksheet to gather answers prior to completing the online application so when the time comes to fill out the actual application you will not be delayed looking for answers.

On the next few pages, you will be instructed on creating an application password and application number. Both of these need to be submitted to PVSglobal along with the application. Please write this information below and include this sheet with the completed application:

Application Password: _____

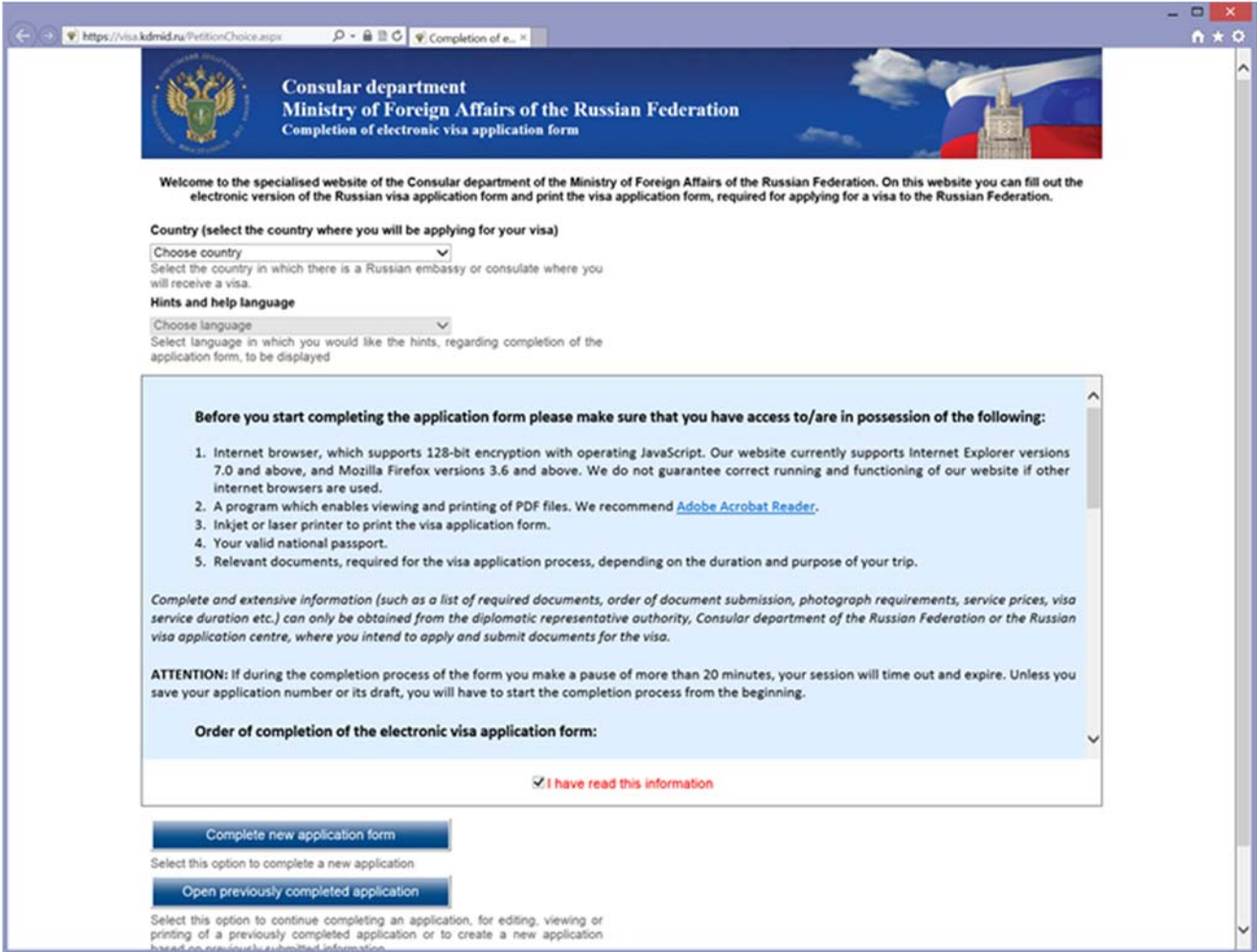**Application ID:** _____

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Continue to next page

The Russian government online application form is **NOT** currently compatible with a Macintosh – and works best with updated versions of Internet Explorer and Mozilla Firefox. You will need the most up-to-date version of Adobe Acrobat Reader, passport, itinerary and invitation information and a printer.

Select UNITED STATES and ENGLISH as your country where applicant will be applying and language.

After reading directions click on the box next to "I have read this information" in red at the bottom of the blue box then click on "Complete New Application Form" button.

Password

Create a password and write it down (alpha-numeric only) – it **MUST** be provided to PVSglobal
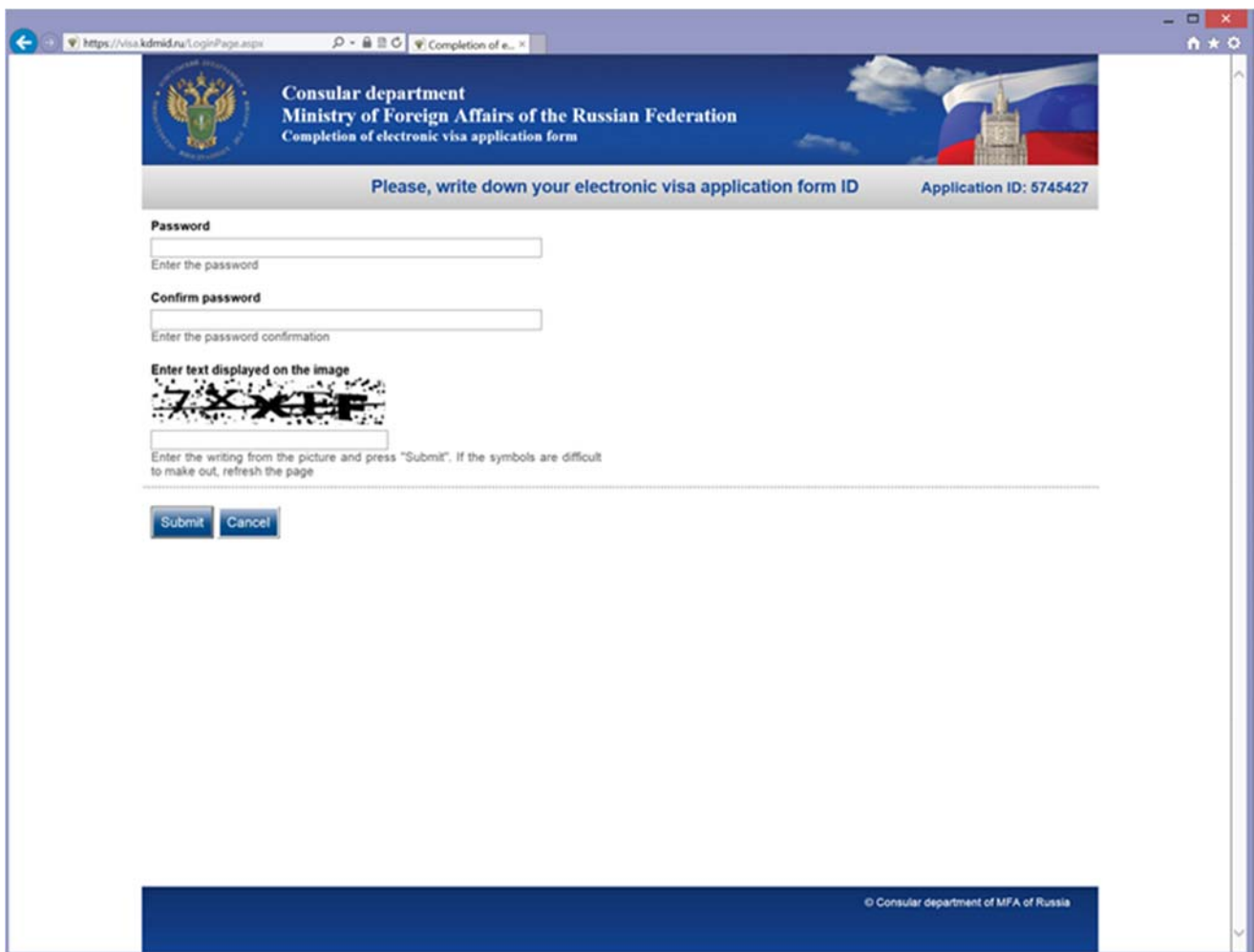
Confirm Password

Confirm the password created

Enter text displayed on the image

Type the numbers/letters displayed in the security box; if they are difficult, take your best guess; if you guess wrong the page will simply reload with a new set of letters.

Click on "Submit" button

An application number will be provided. Write this down with the password.

Click on "Submit" button

Nationality

Enter applicant's nationality

Answer: _____

If applicant had USSR or Russian nationality at some time please select "yes" and indicate when and why it was lost

☐ Applicants who were **not** born in the USSR or Russia, select "no"

☐ Applicants who were born in the USSR or Russia, select "yes" and enter dates and reason for emigration.

Purpose of visit

☐ For tourist visas, select "TOURISM"

☐ For business visas, select "BUSINESS"

Purpose of visit

☐ For tourist visas, select "TOURISM"

☐ For business visas, select "BUSINESS VISITS"

Visa category and type

☐ For tourist visas, select "COMMON TOURISM"

☐ For business visas, select "COMMON BUSINESS"

Number of entries

Select - This must match applicant's Official Visa Invitation. Options are:

☐ "SINGLE"
☐ "DOUBLE"
☐ "MULTIPLE"

Date of entry into Russia

Enter the date applicant plan to enter Russia

Answer: _____ / _____ / _____ (DD/Month/YYYY)

Date of exit from Russia

Enter the date applicant plan to depart Russia

Answer: _____ / _____ / _____ (DD/Month/YYYY)

Click on "Next" button

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Continue to next page

Surname

Enter applicant's last name as it appears their passport

Answer: _____

First name, middle names, patronymic names

Enter applicant's first and middle name as they appear on their passport; if the middle name is not listed or listed as an initial on the passport, enter exactly as listed on the passport

Answer: _____

Has applicant ever had other names

☐ If no previous legal names, then select "no"

☐ If previous name(s), select "yes" and enter previous names such as maiden name if applicable, otherwise leave blank; if you need to add more than one previous name, enter the first name; click the "add" button below, then the enter second previous name; repeat as necessary

Answer: _____

Sex

Select

☐ Male

☐ Female

Date of birth

Enter applicant's date of birth

Answer: _____ / _____ / _____ (DD/Month/YYYY)

Applicant's place of birth

Enter applicant's place of birth as listed in their passport; generally state and country

Answer: _____

Was the applicant born in the USSR or Russia, select "yes" and specify when and which country they immigrated to

☐ Applicants who were **not** born in the USSR or Russia, select "no"
☐ Applicants who were born in the USSR or Russia, select "yes" and enter dates and reason for emigration

Answer: _____

Marital status
Select appropriate option:

☐ Married (requires additional information)
☐ Single
☐ Divorced (requires additional information)
☐ Separated (requires additional information)
☐ Widowed

If selecting an option above which requires additional information:

Spouses Full Name: _____

Date of Birth: _____ / _____ / _____ (DD/Month/YYYY)

Place of Birth: _____

Click on "Next" button

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Continue to next page

Type of passport

Select

- ☐ Ordinary (most travelers have "ordinary" passports)
- ☐ Official
- ☐ Diplomatic
- ☐ Other: _____

Passport number

Enter applicant's passport number

Answer: _____

- *Note: In US passports, the passport number is a nine digit number located in the upper right of the information page of the passport*
- *Note: For non-US passports, the "passport numbers" may vary in length and may include letters as well as numbers.*

Date of issue

Enter the date the passport was issued

Answer: _____ / _____ / _____ (DD/Month/YYYY)

Date of expiry

Enter the date the passport expires

Answer: _____ / _____ / _____ (DD/Month/YYYY)

Issued by

Generally U.S. passports indicate a general "Issuing Authority" of "U.S. Department of State"; the actual passport agency that issued the passport is rarely listed; in most cases the correct abbreviated answer to this question is "U.S. Dept. of State"

Answer: _____

Click on "Next" button

Which institution will applicant visit

The selection options presented are based on the options chosen previously under "**Purpose of visit** "

Business applicants select "Organization" then enter:

Name of organization: _____

Address of organization: _____

TIN organizations: *LEAVE BLANK*

Applicant will have ONE of the following two:

1) Directive (Telex) Number:
   If applying for a business visa and applicant has a digital invitation (known as a "Telex") enter this number here

Telex: _____

2) Invitation Number
   If applicant has a paper invitation, enter the red numbers in the upper right of the invitation here

Invitation Number: _____

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Continue to next page

Tourist applicants select "Travel company" then enter:

Applicant will have ONE of the following four:

1) Name of organization

   If applying for a tourist visa, if applicant has or is planning to obtain an Official Invitation through PVSglobal, enter "OOO Atlanta", if applicant obtains their own Official Invitation enter the name of the hotel or organization provided in that invitation

   Name of Organization: _____

2) Address

   If applicant has or is planning to obtain an Official Invitation through PVSglobal, enter: **ул. Пятницкая 3/4, 3й этаж, Москва 115035, Россия**; *if applicant obtains their own Official Invitation enter the name of the hotel or organization provided in that invitation*

   Address: _____

3) Reference number

   If applicant has ordered an Official Tourist Invitation through PVSglobal, enter the number located in the middle section of the invitation below the dotted line, listed for example "Reference No MBT 456789" – enter only the numbers "456789"; if applicant obtained the invitation elsewhere, please refer to that source to identify the reference number.

   Reference Number: _____

4) Confirmation number

   If applying for a tourist visa and applicant has ordered an Official Tourist Invitation through PVSglobal, enter the number located in the top middle section of the invitation, listed for example "No 123456/C" – enter only the numbers, "123456"; if the invitation was obtained elsewhere, please refer to that source to identify the confirmation number.

   Confirmation Number: _____

Itinerary

Enter the city or cities applicant plans to visit, in order; if visiting more than one city, enter the first city and click the "Add" button below; then enter the next city; continue this process until all cities are listed

City 1: _____

City 2: _____

City 3: _____

Does applicant have a medical insurance policy valid in Russia

If applicant has a medical insurance policy valid in Russia, select "yes" and enter the provider's name and policy number; if not or are not sure, select "no". Note, passport holders from European Union countries must have valid insurance and provide evidence that their insurance is valid in Russia.

☐ No
☐ Yes

Provider Name: _____

Policy Number: _____

Who will pay for applicant's trip to and stay in Russia

If applying for a tourist visa, select "individually"; if applying for a business visa, select "Company", then enter applicant's employers name

Answer: _____

Name/address of hotel or person staying with in Russia

Enter the name and address of the first hotel applicant will stay

Name: _____

Address: _____

Phone Number: _____

Click on "Next" button

Has applicant ever been arrested or convicted for any offence

Select

☐ No

☐ Yes - *Please note answering this question "yes" may result in applicant's visa application being denied*

Has applicant ever been afflicted with a communicable disease of public health significance or dangerous physical or mental disorder

Select

☐ No

☐ Yes - *Please note answering this question "yes" may result in applicant's visa application being denied*

Has applicant ever been refused a Russian Visa

Select

☐ No

☐ Yes - *Please note having a previous visa application not approved due to incorrect payments, incomplete documents or other reasons is different than an application being denied or refused; please note answering this question "yes" may result in applicant's visa application being denied*

Has the applicant ever had a Russian Visa cancelled

Select

☐ No

☐ Yes - *Please note visas are typically canceled for reasons that involve criminal offenses or terrorist like actions which have taken place in Russia and caused applicant to be expelled from the country; having replaced and old visa which is marked cancelled when the new visa is issued is different; please note answering this question "yes" may result in applicant's visa application being denied*

Has the applicant ever tried to obtain or assist others to obtain a Russian Visa or Enter Russia by providing misleading or false information

☐ No

☐ Yes - *Please note answering this question "yes" may result in applicant's visa application being denied*

Has applicant ever overstayed a Russian visa or stayed unlawfully in Russia

Select

☐ No

☐ Yes - *Please note answering this question "yes" may result in applicant's visa application being denied*

Has applicant ever been deported from Russia

Select

☐ No

☐ Yes - *Please note answering this question "yes" may result in applicant's visa application being denied*

Was this application completed by the applicant personally

Select

☐ No - *Selecting "no" will allow you to enter the information of the person completing the form*

Answer: _____

Answer: _____

☐ Yes

Does applicant have any specialized skills training or experience with fire-arms and explosives or nuclear matters including biological or chemical substance

Select

☐ No

☐ Yes - *Please note if selecting yes, please list "basic firearms training" or more specific information if applicable*

Answer: _____

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Continue to next page

Has applicant ever been enlisted in military service

Select

☐ No

☐ Yes – *Please note if selecting yes, you **must** enter the requested information **and** select "yes" to the previous question regarding specialized skills training or experience with fire-arms and explosives or nuclear matters including biological or chemical substance*

In which country: _____

Service: _____

Rank: _____

Occupation: _____

Dates: _____ / _____ - _____ / _____ *(Month/YYYY to Month/YYYY)*

Has applicant been a member of a professional, civic or charitable organizations or do you cooperate/cooperated with any of these organizations

Select

☐ No

☐ Yes – *Please note inclusion of any charity or organization which could possibly be considered controversial or a threat to the Russian government or people may result in applicant's visa application being denied*

Answer: _____

Has applicant ever been involved in armed conflicts either as a member of the military service or a victim

Select

☐ No

☐ Yes – *If the answer is yes, you will have to provide all information about the armed conflict you were involved*

Answer: _____

Click on "Next" button

Has applicant ever attended any educational institutions, excluding secondary school

Select (College, University or other greater than High School)

☐ No

☐ Yes – *Enter applicant's college or other education training information- including address and phone. School details such as address and main phone number can generally be found by performing a web search*

Name: _____

Course of study: _____

Address: _____

Phone: _____

Date of admission: _____ / _____ / _____ *(DD/Month/YYYY)*

Date of graduation: _____ / _____ / _____ *(DD/Month/YYYY)*

- This area intentionally left blank -

Continue to next page

Has applicant ever changed their place of employment before entering the current job

Select

☐ No

☐ Yes – *Enter applicant's two most recent employers not including the current employer, that information will be entered later; if applicant was employed at the same employer for many years, applicant's details must still be completed in this section even if it was a job from high school; primary employer details such as address and main phone number can generally be found by performing a web search*

Company Name: _____

Address: _____

Position: _____

Phone number: _____

Chief's surname (manger last name): _____

Date of joining: _____ / _____ / _____ *(DD/Month/YYYY)*

Date of dismissal: _____ / _____ / _____ *(DD/Month/YYYY)*

After entering the most recent previous employer, click the "add" button to enter the next previous one.

Click on "Next" button

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Continue to next page

Has applicant ever been issued a Russian Visa

Select

☐ No

☐ Yes – *If the answer is "yes" you must list all the visas applicant has ever been issued. You should only enter one visa per field. In order to add more visas, please use the option "Add" button*

Visa 1; Where: _____

When: _____ / _____ / _____ *(DD/Month/YYYY)*

Visa 2; Where: _____

When: _____ / _____ / _____ *(DD/Month/YYYY)*

Visa 3; Where: _____

When: _____ / _____ / _____ *(DD/Month/YYYY)*

Has applicants passport ever been lost or stolen

Select

☐ No
☐ Yes

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Continue to next page

List all countries applicant visited in the last ten years and indicates the date of visit

Select a country and date of visit, and then click the "Add" button to add the next. Repeat as needed. If applicant visited many countries, generally the latest five entries are enough.

Country 1: _____

Dates: _____ / _____ - _____ / _____ *(Month / YYYY to Month/ YYYY)*

Country 2: _____

Dates: _____ / _____ - _____ / _____ *(Month / YYYY to Month / YYYY)*

Country 3: _____

Dates: _____ / _____ - _____ / _____ *Month / YYYY to Month / YYYY)*

Country 4: _____

Dates: _____ / _____ - _____ / _____ *(Month / YYYY to Month / YYYY)*

Country 5: _____

Dates: _____ / _____ - _____ / _____ *(Month / YYYY to Month / YYYY)*

Has applicant been issued with a passport of the country other than the passport that is indicated in the electronic visa application form

Select

☐ No
☐ Yes – If selecting yes please select country(s) from the drop down list.

Answer: _____

Click the "Next" button to add another country

Click on "Next" button

Applicant's Father full name

Answer: _____

Applicant's Mothers full name

Answer: _____

Applicants permanent address

Enter the address where applicant lives

Street Address: _____

City, State, Zip, Country: _____

Phone, fax, email: _____

Does applicant work (study) at the present time

Select

☐ No

☐ Yes –*If applicable enter RETIRED, STUDENT or HOUSEWIFE if needed, list address as current home address*

Employer Name: _____

Street Address: _____

City, State, Zip, Country: _____

Phone, fax, email: _____

- This area intentionally left blank -

Continue to next page

Does applicant currently have relatives in Russia

Select

☐ No – *Answer "No", unless applicant currently has relatives living in Russia*

☐ Yes *if you currently have relatives in Russia. If the answer is yes, you must indicate them; you must only enter the information regarding one relative per field; in order to add information regarding other relatives, please use the option "Add"*

Surname (last name): _____

First name: _____

Relation: _____

Date of birth: _____

Street Address: _____

City, State, Zip, Country: _____

Click on "Next" button

Select the location where applicant will be applying for their visa

Select "Visa Application Center ILS (Washington)"

Click the "Next" button

Review the answers on the "Visa details" overview; correct any errors if needed by choosing EDIT then, click on SAVE at the bottom of the form; you should see a page saying "Application successfully completed" along with printing instructions

Scroll to the bottom of the page and click "Print Letter" – don't forget applicant's signature and date on the third page of the printed application in blue or black ink; the signature should be similar to that in the passport

- Application complete -