

# **RUSSIAN VISA – MADE EASY**

**“The Definitive Guide on  
How to Complete the Russian Visa Form & not Get Rejected”**

**Go Russia Experts Share Their Visa Experience & Knowledge**

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## Why use this book

We appreciate that with visa-free travel possible to many countries, this may be the first time you've needed to apply for a visa. Even the very thought of going through a tedious and laborious process of bureaucracy and form-filling might be enough to put you off. We understand, but having extensive experience of the process, we can reassure you that it's a lot easier than it looks – and that we are here to help you with your application should you wish. To help, we've put together a guide which we believe makes completing your Russian visa form a cinch. We guarantee if you follow our guidance your visa application will be accepted and you will not have to waste your time making corrections or amendments.

Although there's some information on how to complete the forms on the Russian visa centre's website, we feel our guide offers more practical advice. We compiled it based on feedback from our customers, our experience of what constitute the most frequently encountered issues and what consular staff consider to be the most important questions on the visa form itself. The authors of this guide have over ten years' experience dealing with the Russian visa.

We believe our guide:

1. Makes it easier to complete the form
2. Guarantees you'll spend less time spent completing the form
3. Works because it is based on real customer experience
4. Highlights the most common customer mistakes and helps you avoid them
5. Saves you money resubmitting a form for an application that's been rejected

## Caveats

There are some limitations when using this guidebook:

1. It is only relevant for tourist visas. However, even though it's not designed for business travellers, it can also be helpful in completing such visa applications if you enter details of your business visit.

2. It is written for UK, USA, Australian and Canadian citizens – the Russian visa application for those nationals is longer and slightly more complicated than for citizens of other countries.

## Russian tourist visa application - general

Firstly, Russian tourist visas are issued for an exact period of time. This **cannot exceed 30 days**, cannot be extended and cannot be obtained at the border. Applying for a tourist visa is therefore best left until you know exactly where and how long you will be staying in Russia, so long as you plan to stay in the country not more than 30 days.

**Tip:** if you are unsure of the exact period of stay in Russia, we advise you apply for 30 days. Make sure your visa support document is also issued for 30 days.

You can apply either for:

- a single entry visa - visiting Russia only once during a period of up to 30 days or
- a double entry visa - for two entries within a period of up to 30 days

The form must be completed online now on the Russian Consulate website. In terms of the application itself, the form can be completed in your language, not in Russian – a great plus. You can easily understand the questions and help boxes. The Russian visa application is straightforward and you just need to follow some simple rules. The Russian authorities are very precise in their requirements and there are certain rules how to complete each box in the form.

**Tip:** the visa application form is valid only for 30 days from the date of its completion. So make sure you bring your documents to the Russian visa application centre no later than 30 days after you have completed the application form on the Russian consulate website. Otherwise you will need to complete a new application and it is not possible to copy your old form, you will need to make all entries once again.

## Step by step guide

### STEP 1: PREPARE BASIC DOCUMENTS & COLLECT INFORMATION

- **Check your passport.** All passports must have at least two blank pages for the Russian visa to be inserted and be valid for at least six months after the date of your return. If you do not already hold a passport or need to renew an existing one, you'll need to allow time to obtain one. Please contact your local passport office for more information.
- **Prepare visa support document.** An official visa support document (aka the tourist voucher) is required for your tourist visa and you will need to enter details of the visa support document in the visa form. We will explain below what details must be entered in the visa form. You can order a [voucher online](http://www.stressfreevisas.co.uk/voucher) on our website - [www.stressfreevisas.co.uk/voucher](http://www.stressfreevisas.co.uk/voucher)
- **Collect information.** The visa form asks various personal questions, some of which relate to your past. Please make sure you have the following information to hand:
  - **trips abroad**, you will need to specify all countries you have visited in the last 10 years. Note: applications made in the UK – you can enter maximum 10 visits abroad, applications made in the USA – 30 visits abroad. If you travelled more frequently,

please enter the most recent and at least those for which you have stamps in your passport. There is no need to enclose a separate sheet detailing other trips than those entered in the visa application form;

- **old passports**, if you had other passports (expired, lost, etc.) you will need to enter your previous passport details in the form;
- **other passports**, if you have more than one nationality you will need to enter passport details for all nationalities you might have.

Unfortunately, even if these pieces of information relate to many years ago, they are still mandatory on your application. You may need to look through old paperwork, hunt out documents and ask friends and family.

## STEP 2: START THE ONLINE VISA APPLICATION

- **Open the form.** Please go to <https://visa.kdmid.ru>
- **Select the country where you will be applying for your visa.** Very important, DO NOT enter Russia, but the country where you are resident.
- **Confirm the introductory notes.** Read the introductory visa information of the Russian Consulate and tick the box at the bottom of the page to confirm you have read these details.
- **Start your new application.** Click "Complete new application form" at the bottom of the page, left-hand side.
- **Enter password.** Think of a password and enter in the box provided. We recommend that you use a password which you can easily remember as there is no functionality to retrieve a lost password. You will need a password to be able to access your form to make any corrections, so if you lose your password you will need to start again from scratch. Enter the security code from the picture and press "Submit".
- **Write down your application ID.** Please remember or print your application Id as this cannot be changed or retrieved from the system. You will need the application ID to make subsequent changes if required.

## STEP 3: COMPLETE THE ONLINE VISA APPLICATION FORM

**Answer all visa questions.** Please provide full details as required by the form and complete the form with the utmost care. The questions detailed below must be answered exactly as stated in the guidance notes. Below we list the visa application sections as they appear online and explain how to answer the questions that cause most difficulties or mistakes.

### Visa Details

Dates of travel: please note you can apply for the Russian visa for the period specified in your visa support document and you cannot stay longer in Russia than the exit date specified in that document. Regardless of what you enter in the application form, your visa will be issued for the period stated in the visa support document.

- Purpose of visit (section)

Tourism

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- Purpose of visit  
Tourism (do not enter "Tourist Group")

- Visa category  
Common tourist

- Number of entries  
Single or double

- Date of entry into Russia  
Date of entry as per visa support document

- Date of exit from Russia  
Date of exit as per visa support document

### **Personal details**

You must enter all your names as per your passport. Do not use abbreviations or put second names if they do not appear in the passport. Although we appreciate that this may sound very obvious to you, we still advise you check your passport and enter your details exactly as they appear in your travel document.

### **Passport details**

- Type of passport  
Choose "Ordinary" (diplomatic and official passports should be submitted in person at the Embassy).

- Passport issued by  
Enter the authority which issued the passport (in the UK according to No 8 in your passport e.g. IPS, UKPA, FCO). Please do not guess and check your passport as this is the most common error in the form.

### **Visit details**

To complete this section you will need your visa support document. We suggest you print your visa support so that you can enter details exactly as they appear in the document.

All address details must be entered. If the hotel does not have a phone number, please enter 111.

- Which institution you are going to visit?  
Select "Travel Company".

- Name of organization  
Enter the name as per visa support.

- Address  
Enter the address as per visa support.

- Reference number  
Enter the reference as per visa support, normally starts with MBT.

- Confirmation number

Enter the confirmation number of the visa support document. Normally it appears at the top.

- Itinerary (places of visit)

Enter the cities specified in the visa support document

- Policy of mandatory medical insurance (MMI) issued in Russia

If have any medical or travel insurance issued in any country, you can enter the details here: name of insurance company and policy issue date.

- Do you plan to stay anywhere during your stay in Russia? (UK, USA, Australia only)

UK, USA, Australia nationals will be asked to enter accommodation details in the visa form. Other nationalities will not be prompted to do so. Enter hotel addresses as they appear in the visa support document.

Hotel details are specified in your visa support document and you must enter the details EXACTLY as specified in your visa support document. If you have ordered your visa support through us, there will be an additional page detailing what information to enter in this section. Otherwise you will need to copy details contained in your own visa support document.

#### **Last visit details**

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

List all countries you have visited in the last ten years and indicate the date of visit. Quite often it is not possible to recall all trips abroad, especially within the EU. Please try and remember at least the longest trips abroad and enter in the form at least those for which you have stamps or visas in your CURRENT passport.

Please enter the day, month and the year of your visit. Again, please check the stamps in your passport, as the dates MUST match. If you do not have stamps and if you still do not remember the dates of your visit, please enter an approximate date. The date is mandatory. Your application will otherwise be rejected.

These are examples of dates which would not be acceptable: "00/00/2015", or "00/11/2015", or "01/01/0000" – no omissions in dates, months and years are possible.

- Is it your first passport?

You need to enter details of your previous passports. If you do not remember and there is no chance to find out, please enter "Yes" and you will not be prompted to specify the details of your previous passports.

#### **Miscellaneous information**

This section relates to your close relatives, current residence address and current employment. All fields are mandatory and you need to fill in all sections, even for deceased relatives.

When completing this section please follow the guidance below:

- Do you have a permanent residential address?

Your phone number. You need to enter your mobile phone number, not landline. If you do not have a mobile number, please enter the number of a close relative or friend.

- Current/latest place of work

Please fill in all sections depending on your status as indicated below.

- Employed - list your current employer details.
- Retired - select "retired" and leave other fields blank.
- Student - select "other" and specify "student". Enter your educational institution details.
- House wife - select "other" and specify "housewife". Enter your personal address details.

- Information about your financial situation

You can enter your gross or net monthly income.

**Tip:** if you are a student or housewife and do not get any payments at all, you can enter your parents' income / other family member's income available to you. Also, in the section "Visit Details" you can enter your family member details as a person paying for your trip – answer to the question "Who will pay for your trip".

- Do you have any bank accounts, securities, stocks, other private property, including those in Russia?

Please enter the name of your bank in the country of your residence.

### **Appointment details**

Select the location where you will be applying for your visa. Click "Next", review your entries and press "Save and Submit".

Congratulations! Your visa form has been completed and submitted to the Russian authorities.

### **STEP 4: MAKING CHANGES**

Once you have submitted the form you can still make any necessary changes to your visa form if you feel some data requires amendment.

Please go to <https://visa.kdmid.ru/RetrievePage.aspx> and enter the following details pertaining to your application:

- your application ID
- your surname
- year of birth
- password

Click "Get New Draft ID". You will be assigned a new application ID which you must remember. Unfortunately the form works like this and you cannot amend the form under the initially assigned ID. You will need to make a note of the newly assigned ID to make any subsequent changes. Amend required fields and save the new application.

**Tip:** the visa application form is valid only for 30 days from the date of submission. If you need make any changes you will need to do this within those 30 days. Otherwise, you will have to complete a new application form.

### **STEP 5: PRINT THE VISA APPLICATION FORM**

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Once you are happy with your visa application and are ready to go to the consulate to submit it, please print your form. If you made any corrections or amendments please make sure you print the final version of the application form.

When printing please bear in mind the following as otherwise the forms will be rejected by the Russian consulate and you will have to resubmit your applications:

- print on clear white A4 paper only and do not use any colour paper;
- print only on one side of the paper, as double-sided printing will result in your application being rejected;
- do not use crumpled paper;
- make sure that all frames are clearly displayed on the printed form, check the bottom of the pages;
- printing in black and white is permitted.

## STEP 6: SUBMIT THE DOCUMENTS

Please follow the guidance below when submitting your documents at the Russian visa centre:

- remove all passport covers as these will not be returned to you;
- ensure that your passport and visa form are correctly signed;
- enclose your photo. Please attach your photo using glue. Photo requirements are as follows: a colour photo of 1.38 by 1.77 inches (3.5 by 4.5 cm), taken against a light background (white or off-white). The photo needs to display a full frontal view of the face. The facial image must be sharp and clear. Sunglasses or tinted glasses are not permitted. Head coverings and hats are only acceptable due to religious beliefs, and only if there is a similar photo with a head covering in the applicant's passport. Please note, your photo must be recent, not older than 6 months. Older photos and all homemade photos will be rejected by the embassy and your application will be delayed;
- enclose your visa support document;
- enclose additional documents depending on your employment status, documents pertaining to travel with children, etc.

## Useful links

- Russian visa application centre in the UK - <http://ru.vfsglobal.co.uk>
- Russian visa application centre in the USA - <http://www.ils-usa.com>
- Russian Consulate in Australia - <http://www.sydneyrussianconsulate.com/en/visa-section.html>

## Required documents checklist

Below you will find a general list of required documents for your Russian visa. We suggest you check the requirements at your local Russian visa centre for a complete list as rules may vary.

1. Original passport, valid for at least 6 months after your departure from Russia.
2. Application form, printed and signed.
3. One passport-type photo (not older than 6 months, not homemade).
4. Additional supporting documents:

- a. if travelling with children – child’s birth certificate, copies of parents passports;
- b. self-employed, company directors, working from home, unemployed - bank statements for the last three months showing a current positive balance of a minimum of £100 per day for the duration of the visit (not required for housewives, students and retired applicants).

## Summary of the most commonly made mistakes

Below we have summarised the most common mistakes made by applicants for a Russian visa. Please make sure you enter all your details correctly:

1. **Application ID and password.** Make sure you note your application ID and password; if your password is lost there is no chance to retrieve it.
2. **Passport number.** Check your passport number carefully and enter it exactly as it is displayed in your passport.
3. **Passport issuing authority.** Don not guess the passport issuing authority, check what is displayed in your passport.
4. **Names spelling.** Make sure your name(s) and surname appears exactly as in your passport and do not abbreviate.
5. **Phone numbers.** Don’t leave the hotel’s phone number blank; if not known, just enter “111”.
6. **Personal contact details.** Regarding your current contact details, do not forget to put your MOBILE phone number, a valid postcode and an email address, otherwise the form will not be accepted.

## About Stress Free Visas

[StressFreeVisas](#) is a professional visa support company based in London dealing with tourist and business visas to many popular destinations from the UK including Russia, China, India and more.

StressFreeVisas, as the name implies, deals with visa processing and support. However we are not a faceless online agent, rather we are your travel advisor, handling the burden of time consuming and sometimes frustrating visa application processes. We want you to be able to concentrate on your travel plans and let us make all the preparations. Our main aim is summed up by our motto “to provide stress free, convenient and reliable visa support at affordable prices.” Read more about us at [www.stressfreevisas.co.uk](http://www.stressfreevisas.co.uk)

## Feedback

We welcome any feedback regarding this e-book. If you have any suggestions please let us know via email at [ebook@stressfreevisas.co.uk](mailto:ebook@stressfreevisas.co.uk)

## Disclaimer

Stress Free Visas have not designed the visa form and are not responsible for its contents and requirements. To assist our customers we provide support guiding applicants through the visa application procedure. All customers are responsible for checking the current requirements with their local consulate. We cannot be held responsible for expense and/or delay arising from or in connection with (a) incomplete application forms or (b) incorrectly or falsely answered questions or (c) inaccurate or incomplete supporting documentation or (d) rejected visa application form or (e) failure to complete the form for any reason whatsoever.

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