

Completing the Online Russian Visa Application Tips

A new online visa application form has been created by the Russian Government, the instructions below are tips to help you with the Online Visa Application.

Travel Document Systems **STRONGLY** recommends printing this tip sheet and refer to it as needed while you are completing the Online Application Form

Please do not leave any fields blank on the application this is important because blanks field may cause a delay in the issuing of your visa.

Travel Documents Systems is able to obtain the Russian Visa Support/Invitation for applicants, if you require this service please go to our [Russian Federation](#) page and follow the instructions.

In order to access the ONLINE APPLICATION you will need Adobe Reader 6.0 or higher [CLICK HERE](#) to download a free version. The Online Russian Application functions only with Internet Explorer Version 7.0 and above or Mozilla Firefox 3.6 and above, browsers such as Chrome and Safari are not compatible with the Online Russian Application.

Step One:

Your first step will be to select the country from where will be applying for your visa (United States) and select English under hints and help language. Check the box next to I have read this information and then click on Complete new application form. You will now create a password and enter the unique code. The next page will provide you with your Identification number of your electronic visa application , write this number down so you will be able to refer back to your application if need be, also make a note of the password you created.

Step Two:

FILLING IN THE APPLICATION

Select Nationality: Select your nationality from the drop down menu.

Purpose of Visit: From the three drop menus select your reason for going to Russia. i.e Tourism

Number of Entries: Select number of entries based on your Visa Support/Invitation and number of entries required to complete your trip. Single, Double or Multiple

Date of Entry: Provide the exact date of entry into Russia.

Date of Departure: Provide the exact date of departure from Russia.

***Date of Entry/Departure MUST match the dates on your Visa**

Support/Invitation/Voucher from Hotel*.

Select NEXT to Continue.

Surname/Last Name: As it appears in your passport, (please include any suffix, i.e Jr, Sr etc)

First Name, middle name, patronymic: As it appears in your passport.

Note: "Patronymic" refers to any middle names that are in your passport.

Other Names: List all other names you have used in the past, enter one name per field. Use the "ADD" button if necessary.name per field.

Sex: Enter your gender.

Date of Birth: Enter your date of birth DD/MM/YYYY.

Place of Birth: Enter your place of birth, as shown in your passport. If you were born in Russia answer "YES" and enter the name of the country which you immigrated to and the date you immigrated.

Marital Status: If you have/had been married provide spouse's information

Select NEXT to continue

Type of Passport: Select TOURIST as your type of passport unless you have a diplomatic or official passport.

Passport Number: Enter your passport number exactly as it appears in your passport.

Date of issue and expiration: Enter exactly as shown in your passport. Passport must be valid 6 months beyond your stay in Russia.

Passport Issued by: Authority that issued your passport.

Select NEXT to continue.

Which institution are you going to visit : Travel Company or hotel name and address that gave you your Confirmation/Voucher to visit Russia.

Tourist Company Reference Number: Is the number of the Tourist Organization/Hotel that gave you your confirmation for visit to Russia. Normally Six Digits

Number of Confirmation: Please enter the numbers located on top of the invitation normally 4-5 numbers.

Itinerary: List all cities to be visited in Russia according to your Visa Support/Invitation/Hotel(s). Use the "ADD" button to enter more cities.

Medical Insurance: Please check "yes" or "no". Specify the name of your insurance provider if checked 'yes'. Proof of insurance coverage is required for non US citizens only.

Who Will Pay for Trip and Stay: Select Independently if you paying for yourself, minors select Other

Individual if your parents are paying and fill in their information.

Name, full address and phone number of the hotel(s) in Russia that you plan to stay in: For Tourist visits you must provide the name of the hotel(s) you will be staying in, if you are providing the Tourist Invitation Letter on your own the information will be listed under accommodation on the voucher, if Travel Document Systems is providing the Tourist Invitation list the hotel(s) you will be staying in. **TOURIST MUST PROVIDE A HOTEL NAME.** Use the "ADD" button to enter more places of stay.

Select NEXT to continue

Have you ever been arrested or convicted: If you answer "YES" please provide a Police Report.

Answer "YES or "NO" to all other questions on this page: Note: you must list your specialized skills or experience related to fire arms IF your current job requires fire arms training or you answered "YES" to the questions: Have you ever performed military service? And have you ever been involved in armed conflicts?

Select NEXT to continue

List all educational institutions you have attended: You can list two institutions (University or College) including their names, addresses and date of admission and graduation. To add a second institution use the "ADD" button.

List your last two places of work, excluding the current one: If you have changed your job you must list a maximum of two previous places of work. Use "ADD" button to enter a second place of employment.

Select NEXT to continue

Have you ever been issued a Russian visa before: If you answer "YES" list the approximate Month, Year and place of Issue.

Has your passport ever been lost or stolen: Select "YES" or "NO"

Countries you have visited in the last 10 years: If you answer YES, list countries you have visited to the best of your memory. List all countries in your current passport which have an entry/exit stamp.

List all countries which have ever issued you a passport: Select yes if you have been issued a passport from a country other than the one you are using for this application.

Select NEXT to continue

Parents Information: List the names and dates of birth of your parents. You can use either your mother's maiden or married name.

Home Address: Provide full street address, City, State and Zip Code, phone and fax number and email address.

Present occupation, name and address of employer: Provide your employment information with the full

address

and phone number of your company and your title.

If Retired list "Retired" plus FULL home address Street, City, State, Zip code, phone number and Email Address. If Homemaker list "Homemaker" plus FULL home address Street, City, State, Zip code, phone number and Email Address.

If Student list "Student" plus FULL name and address of the school you currently attend.

Do you currently have relatives in Russia: Unless you have Russian relatives. Answer “NO”

Select NEXT to continue

Select the location where you will be applying for your visa: Travel Documents Systems has offices in Washington DC, New York, Houston and San Francisco enter the office that will be processing your application. Processing Office and **ILS Office** MUST match, if you select Washington DC as your Processing Office you MUST select ILS Washington from the drop down menu.

Select NEXT to continue

The next screen is a summary of all the information you have added, check all the details for accuracy, use the “edit” button to make any corrections, once you have made any corrections (if necessary) Save your application by pressing the “SAVE” button at the bottom of the screen.

The next screen will give you printing options A4 or Print Letter as well as being able to add a new application if you have a travel companion. **Please select Print Letter.**

SIGN and DATE your application in the designated area, below the signature line. **DO NOT** correct by handwriting the answer. NO handwriting on the application is allowed except your Signature and date, if you need to make a correction/edit use the log in information and print the corrected version.

Travel Document Systems
Office Addresses