

# Completing the Online Russian Visa Application Tips

A new application form has been created by the Russian Government, Travel Document Systems will not be able to assist applicants in the process of completing or editing the Online Application. The instructions below are tips to help you with the Online Visa Application.

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 following the instructions, this will better help a representative at TDS with the application process.

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.

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

## Step One:

### **REGISTRATION**

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 Travel Document Systems along with your application. You will be asked to pick a security question and provide an answer. Write the question that you chose and the answer on this paper. If we do not receive this information your application could be delayed if corrections or amendments are required.

## 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 Business or Humanitarian. Please confirm your purpose of visit with your host, answers **MUST** match your invitation.

**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 \***

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:** Name and full address of the host institution and the city the host institution is in, these answers MUST match the invitation.

**Telex Number:** If your official invitation was issued by a telex from the Russian Foreign Ministry enter the telex number.

**Invitation Number:** This number is on the top right of your Invitation and is normally 9 letters/digits.

**Itinerary:** List all cities to be visited in Russia according to your Invitation. Use the “ADD” button to enter more cities. Cities listed MUST match your invitation.

**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:** If you select Company or Other Individual complete the drop down boxes.

**Name, full address and phone number of inviting organization or hotel:** Business travelers can answer this question one of two ways

1) (Preferred) Name, full address and phone number of your host in Russia. MUST match the host organization listed on your official invitation.

2) Name, full address and phone number of hotel you plan to stay in.

A private home or apartment cannot be listed as an answer to this question.

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. (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**

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