

VISA ASSISTANCE & REGISTRATION IN RUSSIA

We appreciate your wise choice of choosing **Travel Visa Pro** to handle your Russian visa. Before your departure we kindly ask you to **inspect your visa for mistakes**. Your visa is only good for the period it is issued for and cannot be extended easily. For more information about visa extensions, contact our Moscow office.

YOU must register your visa within THREE business days upon arrival to Russia:

1. **IF YOU ARE STAYING AT A HOTEL**, hotel will take care of it. If you can't register at the hotel, please see below.

2. **IF YOU ARE STAYING AT A PRIVATE RESIDENCE IN MOSCOW OR MOSCOW REGION**, we will be glad to assist with visa registration.

Our service fee is **\$79 per visa (up to 90 days per stay)** and registration takes **TWO (2) business days**. You will need to provide our Moscow office with the following documents***:

1. Prepaid registration voucher (if you've prepaid for registration in the USA). If you wish to prepay for this service, please contact us @ **888-470-8472**.
2. Copy of your Passport
3. Copy of your Visa
4. Copy of your migration card (with the date stamp of entry to Russia)

Our Moscow office is: **"Management.PRO" 34 Mishino Street ("ул.Мишина", метро "Динамо"), корпус 1, Suite 21**
+7-495-637-6763 or +7-495-612-4044,
Working hours: Monday thru Friday from 9:30AM to 5:30PM.

***If you wish to be registered at specific address rather than our general address, we will need a written agreement from a landlord and copy of his/her passport. The fee for such a service **starts from \$69**.

If you fail to register within 3 business days (no later than 20 days), you'll have to pay additional fees (~\$80) as well as may face additional governments and sanctions upon future visits to Russia.

IF YOU ARE TRAVELING TO ANY OTHER RUSSIAN CITY and do not have hotel reservations there, you and your host have to go to the local police precinct (called OVIR/UVIR) to get your visa registered. You'll need copy of host's passport, and agreement for your stay there. To ease registration, we can provide you with a formal letter of introduction addressed to a local UVIR department requesting assistance with your visa registration. You will need to provide us with exact address in Russia and scanned copy of your visa after it has been issued. The UVIR introduction letter is provided for **\$25 per person**.

When you return, please do not forget to e-mail us at info@TravelVisaPro.com or give us a call to let us know about your trip. We would love to know your personal opinion about the quality of services you received from us, our hotel and tour partners. At the same time, you will qualify for a \$10 discount on your next order with **Travel Visa Pro**.

We hope that you have a memorable time in Russia and wish you a very safe trip.

Sincerely,

Travel Visa Pro Staff