The guide below is designed to help you complete the most common questions people make mistakes on in the Russian visa applications. It is important to understand that Russia is very particular about the application being completed correctly. Any incorrect or incomplete answers WILL cause a delay in processing.

We know this is a lot of reading, but you don’t want to get this wrong. If this seems too much for you contact us and request Concierge Service and we can take care of it for you.

The actual visa application is completed online via the Russian government application web site, then printed and signed. When starting the application you will create a password. It is CRITICAL that you provide this page of the guide with your application ID and password written down. If any changes need to be made, TVP can assist you with making corrections, but only if the password is provided.

My Russian Application Details Are:

Applicant Name: __________________________________________

Application ID: __________________________________________

Application Password: ___________________________________
On the first page of the application you will select the country you are currently in, the language, check off the terms and conditions checkbox and click “Complete new application form”.

On the following page you will be issued an Application ID in the upper right and will create an application password. You MUST print the first page of this guide and write this information on it.
On the following page, click “Next”.

You are now ready to being answering application questions. Most of the questions are self-explanatory however there are many that are not. Below are the questions that applicants typically have issues with.

<table>
<thead>
<tr>
<th>Application Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you had USSR or Russian nationality at some time please select &quot;yes&quot; and indicate when and why you lost it</td>
<td>If you answer “yes” to this question, please refer to Supplemental Information for Former USSR or Russian Nationalities at the end of this guide.</td>
</tr>
</tbody>
</table>
| Purpose of visit (Section)                                                           | For Business applicants, select Business Visits  
For Tourist applicants, select Tourism  
For other purposes, please contact TVP for help |
| Purpose of visit                                                                     | For Business applicants, select Business  
For Tourist applicants, select Tourism |
| Visa category and type                                                               | For Business applicants, select Common Business  
For Tourist applicants, select Common Tourist |
| Number of entries                                                                    | Russian visas are issued based on the invitation provided; please refer to your invitation for the number of entries provided  
If you do not have an invitation yet, please contact VP for assistance |
| Surname (as in passport)                                                             | Last name **as printed in your passport** including any suffixes such as Jr, Sr or III |
**First name, middle names, patronymic names (as in passport)**

First AND Middle name as printed in your passport. If no middle name is listed in the passport, then just your first name.

**If you were born in Russia, select "yes" and specify when and which country you have immigrated to**

If you answer “yes” to this question, please refer to Supplemental Information for Former USSR or Russian Nationalities at the end of this guide.

**Type of passport**

Most will select “Ordinary”

**Local ID/ Citizenship number**

Your drivers license or state ID number, otherwise answer “N/A”

**Passport/Travel document type**

Most applicants will have an “Ordinary” passport

**Passport number**

Make sure this number is correct, visas are passport number specific

**[Passport] Issued by**

For US citizens, “US Dept of State”

---

**TOURIST**

Which institution you are going to visit

Travel Company

Name or organization

OOO NORDWAY

Address

2nd Kozhuhovky Lance, 12, Bld .2 Moscow

Reference number

016675

Confirmation number

0000

**BUSINESS**

Which institution you are going to visit

Organization

{Name of the company you are visiting}

{Address of the company you are visiting}

Directive (telex) number

123456789

Invitation number

00000

---

*The next section is confusing, just answer as indicated*
## Russia Visa Application Guide

<table>
<thead>
<tr>
<th>Itinerary (places of visit)</th>
<th>List the city or cities you plan to visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have medical insurance policy valid in Russia?</td>
<td>If you have a medical insurance policy valid in Russia, select “yes” and enter the provider’s name and policy number (Blue Cross 1234567)</td>
</tr>
<tr>
<td></td>
<td>If you do not have an insurance policy that will cover you in Russia or you are not sure, select “no”;</td>
</tr>
<tr>
<td></td>
<td>NOTE, passport holders from European Union countries MUST have valid insurance and provide evidence that their insurance is valid in Russia</td>
</tr>
<tr>
<td>Who will pay for your trip and stay in Russia</td>
<td>For Tourist visas – select “Individually”</td>
</tr>
<tr>
<td></td>
<td>For Business visas – select “Company” then list your employers name</td>
</tr>
<tr>
<td>Additional Information Page</td>
<td>This page has a series of Yes/No questions. While it is recommended that you read through these questions and answer them accurately, many people rush through and choose “No” for everything. Please note that eight (8) should be answered “Yes”.</td>
</tr>
<tr>
<td>Have you ever changed your place of employment before entering the current job?</td>
<td>While this field is technically not required, failure to provide at least one previous job will likely result in application being rejected. The job can be anything – your previous employer, that pizza place you worked at for cash in college, a camp you volunteered at when you were 10 years old, etc.</td>
</tr>
<tr>
<td>Have you ever visited other countries in the past ten years?</td>
<td>Listing 4-5 countries max will be enough</td>
</tr>
</tbody>
</table>
Additional Information

The next page will have a series of Yes/No questions. While it is recommended that you read through these questions and answer them accurately, many people rush through and choose “No” for everything. Please note that eight (8) should be answered “Yes”.

The next page will ask you to select the location where you will submit your application. Select “Visa Application Center ILS (Houston)”. 

[Diagram of selecting location]
We’re almost there... The next page will provide instruction on how to print the document. If you do not follow the instructions the bottom of the application will get cut off when you go to print it, so make sure to follow the instructions. At the bottom of the page, click “Print A4”.

1. Open the file in Adobe® Reader;
2. Click on "File" in menu, then click on "Print";
3. Choose following configurations in new opened "Page Handling" window:
4. Select "None" in "Page Scaling";
5. "Auto-Rotate and Center" must be unselected;
6. "Choose Paper Source by PDF page size" must be unselected;

Print A4
IMPORTANT – IMPORTANT – IMPORTANT

Below is what a completed and printed visa application form will look like. For U.S. citizens it will be three pages, other nationalities may receive only one page. Please do not forget to sign and date the application in the lower left of the first page (indicated by the red box below). Please keep your signature AND date WITHIN the box.

### END OF RUSSIAN VISA APPLICATION GUIDE ###

### Supplemental Information for Former USSR or Russian Nationalities Follows ###
Supplemental Information for Former USSR or Russian Nationalities

Overview
Russian visa applications can get complicated, even more so when the applicant is formerly, or currently, Russian, USSR, Armenian, Azerbaijani, Belarussian, Estonian, Georgian, Kazakhstian, Kyrgyzstian, Latvian, Lithuanian, Moldovan, Tajikistan, Turkmenistan, Ukrainian or Uzbekistan. Here is some helpful information to assist you in preparing Russian visa applications to send to TVP for processing for these cases. Please note section for minors under 18 years at end of document, if applicable.

Applicants Who Are Currently Russian Citizens
If the applicant is currently a Russian citizen the embassy/consulate will return all documents without processing. Please note that visa fees are generally refunded, however TVP processing fee is not. TVP will return to you all monies not retained by Russia. In these cases as far as the Russian government is concerned, the applicant is a Russian citizen and not eligible for Russian visas. The applicant must work directly with the Russian Embassy/consulate to either obtain a Russian passport or officially renounce their citizenship. This is not something TVP assists with.

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<td>3</td>
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<tr>
<td>Applicant is Minor Under 18 Years</td>
<td>4</td>
</tr>
<tr>
<td>Applicants Who Were Adopted From Russia</td>
<td>4</td>
</tr>
</tbody>
</table>

- This Area Intentionally Left Blank -
Citizens Born in Specific Eastern Europe Countries
If the applicant emigrated to the US (or any other country) and was born in: Russia, Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Tajikistan, Turkmenistan, Ukraine or Uzbekistan, applicant must provide additional paperwork based on the date on which they emigrated:

**Applicant Emigrated BEFORE February 6, 1992**
Applicant must provide the following items:

- Copy of “Statement” (Заявление); this document is gender specific (follow link below):
  - Russia-Statement-Adult-Male.pdf
  - Russia-Statement-Adult-Female.pdf

- Proof of emigration from Russia (one of the following):
  - Copy of US (or other country) Naturalization Certificate issued PRIOR to December 31, 1995
  - Copy of information page of USSR passport and copy of page containing a “постоянное место жительства за рубежом” stamp
  - Copy of document from US Social Security Administration showing social security card date of issue PRIOR to February 6, 1992
  - If applicant cannot provide any of the documentation above, TVP cannot assist

**Applicant Emigrated AFTER February 6, 1992**
Applicant must provide the following items:

- Copy of “Statement” (Заявление); this document is gender specific (follow link below):
  - Russia-Statement-Adult-Male.pdf
  - Russia-Statement-Adult-Female.pdf

- Copy of US (or other country) Naturalization Certificate; if an applicant’s country of birth is listed as “Russia” on a Naturalization certificate, they are considered to be Russian citizens and are not eligible for Russian visas unless they can provide one of the following documents instead:
  - Copy of Renunciation Certification of Russian citizenship
  - Copy of information page of passport from Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Tajikistan, Turkmenistan, Ukraine or Uzbekistan
  - If applicant cannot provide any of the documentation above, TVP cannot assist
Russia Visa Application Guide

**Applicant Was Born in Ukraine**

If the applicant emigrated to the US (or any other country) and was born in Ukraine, applicant must provide additional paperwork based on where the applicant was born:

**Applicant Was Born on Crimea Peninsula**

Applicant must provide the following items:

- Copy of information page of Ukraine passport showing city of birth
- Copy of page in Ukrainian passport showing applicant is not registered for residence in Crimea Peninsula **AFTER March 18, 2014**. If applicants passport does not contain this information, they are considered to be Russian citizens and are not eligible for Russian visas; the applicant must work directly with the Russian Embassy/consulate to either obtain a Russian passport or officially renounce their citizenship - this is not something TVP assists with.

**Applicant Was Born in Mainland Ukraine**

Applicant must provide the following items:

- Copy of information page of Ukraine passport showing city of birth
- Copy of “Statement” (Заявление); this document is gender specific (follow link below):
  - Russia-Statement-Adult-Male.pdf
  - Russia-Statement-Adult-Female.pdf

- This Area Intentionally Left Blank -
**Russia Visa Application Guide**

**Applicant is Minor Under 18 Years**

**Neither or One of Applicants Parents Is Russian**

Applicant must provide the following items:

- Copy of applicants birth certificate
- Copies of both parents passports/naturalization certificate or driver’s license
- Copy of “Statement” (Заявление); this document is gender specific (follow link below):
  - Russia-Statement-Child-Male.pdf
  - Russia-Statement-Child-Female.pdf

**Both of Applicants Parents Are Russian**

Applicant must provide the following items:

- Copy of “Statement” (Заявление); this document is gender specific (follow link below):
  - Russia-Statement-Child-Male.pdf
  - Russia-Statement-Child-Female.pdf
- Copy of at least one parents’ Russian Citizenship Renunciation document. If applicant cannot provide this, they are considered to be Russian citizens and are not eligible for Russian visas; the applicant must work directly with the Russian Embassy/consulate to either obtain a Russian passport or officially renounce their citizenship - this is not something TVP assists with.

**Applicants Who Were Adopted From Russia**

If the applicant has never obtained a Russian visa before, these cases can be extremely complicated and also very emotional for the applicant and their families. In these cases as far as the Russian government is concerned, they are Russian citizens and not eligible for Russian visas. The applicant must work directly with the Russian Embassy/consulate to either obtain a Russian passport or officially renounce their citizenship. This is not something TVP assists with.