

The guide below is designed to help you complete the Russian visa application. Russia is very particular about the application being completed correctly according to federal regulations. Any incorrect or incomplete answers WILL cause a significant delay in processing and additional costs.

We know there's a lot of reading. If this seems too much for you contact us and request Form Fill Service or a 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 **single-sided** 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 ONLY assist you with making corrections, if the password is provided.

Please upload your application form into your order for our review and approval, before sending hard copies to us as it will save significant amount of time and shipping costs in your application process.

Steps in the Visa Process Are Simple

Here is the basic process:



My Russian Application Details Are:

Applicant Name: _____

Application ID: _____

Application Password: _____

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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”.

1 Country (select the country where you will be applying for your visa) UNITED STATES

2 Hints and help language ENGLISH

3 I have read this information

4 Complete new application form

Open previously completed application

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.**

1 Application ID: 29770058

2 Password

3 Confirm password

4 x4efc

5 Submit

On the following page, click “Next”.

Identification number of your electronic visa application form 29770058
Please, write down your application ID and keep it in a safe and secure place.



You are at the beginning of the application questions. Some of the questions are self-explanatory. Below are the questions that must be answered as indicated:

Application Question	Answer
If you had USSR or Russian nationality at some time, please select "yes" and indicate when and why you lost it	If you answer “yes” to this question, please refer to Supplemental Information for Former USSR or Russian Nationalities at the end of this guide. If you were born in USSR, please type 31 December 1991 as a date and “dissolution of the USSR” as a reason for losing citizenship and please see Supplemental Information for Former USSR or Russian Nationalities at the end of this guide
Purpose of visit (Section)	For Business applicant select “BUSINESS VISITS”; For Tourist applicant select “TOURISM” For other purposes, please contact TVP for additional guidance
Purpose of visit	For Business applicant, select BUSINESS or COMMERCIAL – please review your invitation. For Tourist applicant, select TOURISM; For Special tourism select “AIM-TOURISM” If you are unsure, please contact TVP for help
Visa category and type	For Business applicant, select COMMON BUSINESS For Tourist applicant, select COMMON TOURIST If you are unsure, please contact TVP for help

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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 need help reading your invitation, or do not have an invitation yet, please contact TVP for assistance
Surname (as in passport)	Last name exactly 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 exactly as printed in your passport ; if no middle name is listed in the passport, then just your first name
Place of birth	Enter State and Country as listed in your passport
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
Marital status	Please check as applicable. Only select "divorced" if you were married previously; fill out all the information for your spouse or former spouse
Type of passport	Select "Ordinary" if you are not a diplomat
Passport number	Make sure this number is correct, visas are passport number specific
[Passport] Issued by	For US citizens, enter "US Department of State"
Dates of issue/of expiry	Select correct dates as in your passport. If your passport has less than one year of validity, it is recommended you renew your passport before applying for the visa; Contact TVP to assist you

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The next section is about your invitation

You cannot complete this section or send your application to TVP until you receive your invitation and enter the data into the application form

If you do not have an invitation, you may obtain one from <https://www.russianvisaguide.com> or, if unsure, contact TVP at russia@travelvisapro.com or 1-833-TVP-VISA (877-8472) for assistance

TOURIST

Which institution you are going to visit	Travel company
Name or organization	Travel company name listed on invitation letter
Address	Travel company address listed on invitation
Reference number	Found on invitation under PTO or MBT
Confirmation number	Found on first line next to "Invitation №"

BUSINESS

Which institution you are going to visit	Organization
Name or organization	Organization name
Address	Organization address listed on invitation
TIN organization	Found on invitation – if not, ask your inviter
Directive (electronic "telex") number	Ask your inviter organization for a number
Invitation number (invitations with barcode only)	Found on invitation under the barcode stripe

Itinerary (places of visit)	List the city or cities you plan to visit, according to the information on your invitation; do not add anything not listed on the invitation
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Do you have medical insurance policy valid in Russia?	If you have a medical insurance policy valid in Russia, select "yes" and enter the provider's name and policy number: example: "Blue Cross 123456"
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If you do not have an insurance policy that will cover you in Russia or you are not sure, select "no";

NOTE, passport holders from European Union countries, China and India MUST have valid insurance and provide evidence that their insurance is valid in Russia

Who will pay for your trip and stay in Russia

For Tourist visas – select “Individually”. For minors please select “other individual”, type the full name of one parent, date of birth of the parent and put a note “parent”

For Business visas – select “Company” then list your US employer’s name and make a note employer, for example: “TVP – employer”

Additional Information Page

This page has a series of Yes/No questions. It is recommended that you read through these questions and answer them accurately;

Please note that “Has this application been completed personally by you?” should be answered “Yes” for all adults

For minors, the above question should be answered “No” and list one parent’s data. This parent will need to sign the application form for minor

Have you ever attended any educational institutions excluding secondary school?

Please list at least one college that you attended, even if you did not graduate; if you never attended college/university, please provide a **signed, written statement** addressed to “Consular General Russia, Visa Section” stating you did not attend university

Have you ever changed your place of employment before entering the current job?

This field is not required to continue to the next page; however, it is required by the Embassy; failure to provide at least one previous job will result in application not being accepted; The job can be anything – your previous employer, a pizza place you worked at for cash in college, a camp you volunteered at when you were young, etc; if you are still at school, put previous education experience as “High School” and “Student” as job

Have you been issued a Russian visa?

List all visas that you have received to Russia, if any. If you indicate you have had a visa, the follow up question will be “where was it issued”; answer the Consulate name, or Washington DC USA if you do not remember exactly

Has your passport ever been lost or stolen?

Please check on the endorsement pages (the last few pages) in your passport; If there is a statement which reads “this passport is a replacement”, then select “YES”, otherwise “NO”

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

If your answer is “yes”, list up to the five most recent countries that you have visited, not including Russia (there is no need to enter more than five)

Have you been issued with a passport of the country other than the passport that is indicated in the electronic visa application form?

If you are a US citizen, the answer is “USA”; and any additional citizenship(s) that you have ever had. For former USSR please select “unstated citizenship” additionally, see Supplemental Information for Former USSR or Russian Nationalities at the end of this guide

Do you have a permanent residential address?

List your full address, **do not forget zip code**

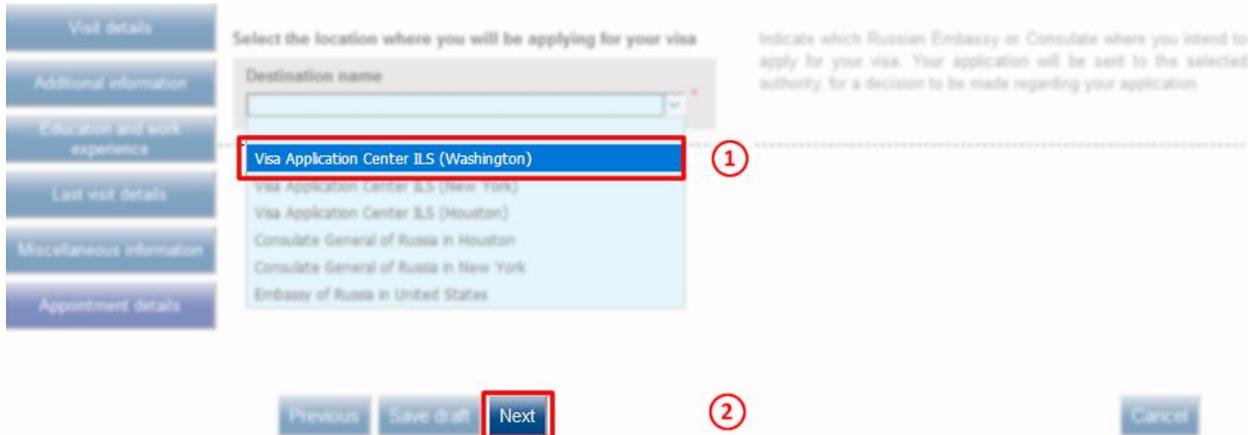
Do you work (study) in the present time?

This is a very important question to answer fully and correctly. ALWAYS answer YES; list your employer with full address including zip; If you are retired, type “RETIRED” for employer and job and your home address and phone; If you are in school, put your school’s name as employer and “STUDENT” as job; and school address with zip code; If you are a homemaker, type “HOMEMAKER” for employer and job and your home address and phone number

Do you currently have relatives in Russia?

Select what is applicable. If you have relatives in Russia, please enter their address accordingly.

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



The screenshot shows a web form for selecting a visa application location. On the left is a vertical navigation menu with buttons for: Visit details, Additional information, Education and work experience, Last visit details, Miscellaneous information, and Appointment details. The main content area is titled "Select the location where you will be applying for your visa". Below this title is a "Destination name" dropdown menu. The dropdown is open, showing a list of options: "Visa Application Center ILS (Washington)", "Visa Application Center ILS (New York)", "Visa Application Center ILS (Houston)", "Consulate General of Russia in Houston", "Consulate General of Russia in New York", and "Embassy of Russia in United States". The first option, "Visa Application Center ILS (Washington)", is highlighted in blue and has a red box around it with a circled "1" next to it. To the right of the dropdown, there is a text instruction: "Indicate which Russian Embassy or Consulate where you intend to apply for your visa. Your application will be sent to the selected authority, for a decision to be made regarding your application." At the bottom of the form, there are four buttons: "Previous", "Save draft", "Next", and "Cancel". The "Next" button is highlighted with a red box and has a circled "2" next to it.

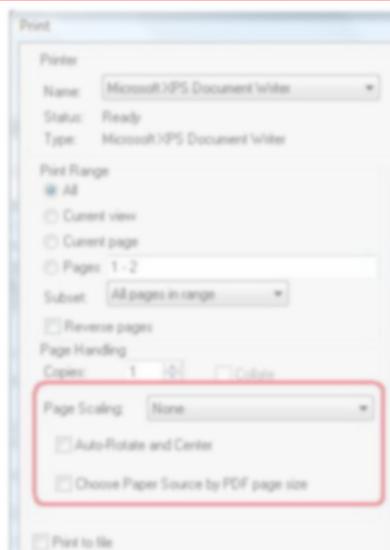
[This area intentionally left blank, please continue to next page]

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". **Print single sided only.**

Application form must be printed on A4 or Letter format paper

1

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



2

Print A4 **Print Letter** Fill out another electronic visa application form Exit

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Supplemental Information for Former USSR or Russian Nationalities

Overview

The Russian government applies additional requirements to applicants who immigrated from the former USSR: currently Russia, Armenia, Azerbaijan, Belarussia, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Tajikistan, Turkmenistan, Ukraine and 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 with two Russian Parents:

If both of your parents are, or were, Russian nationals at the time of your birth, you are considered a Russian citizen by law. You are not eligible for a Russian visa and should apply to receive a valid Russian passport **directly / in person**.

Applicants Who Are Currently Russian Citizens but do not have a valid passport anymore:

If you hold US passport and are a Russian national, you are NOT eligible to apply for a Russian visa. You should contact the Russian Consulate **directly** to issue you a new Russian passport (processing time up to 6 months if your passport is no longer valid) and/or apply to renounce your Russian citizenship. (processing time up to 6 months).

If the applicant is currently a Russian citizen, the embassy/consulate will return all documents without processing. Please note that visa fees may or may not be partially or fully refunded, however TVP processing fee is not. TVP will return to you all monies not retained by Russian Consular section.

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Citizens Born in Specific Eastern Europe Countries

If the applicant immigrated 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.

All immigrants must provide:

- Copy of US (or other country) Naturalization Certificate
- Proof of all name changes made before and after immigration

Also, based on the date on which they immigrated, applicants must provide:

Applicant immigrated BEFORE February 6, 1992

Applicant must provide the following items:

- Proof of immigration:
 - 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 an immigration stamp also called “выезд на постоянное место жительства” OR an entry in parent’s passports if applicant left USSR republics as a minor
 - Alternatively, as immigration proof, a 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 Immigrated AFTER February 6, 1992

Applicant must provide the following items:

- 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:
 - Copy of Renunciation Certificate of Russian citizenship with stamp from a Consulate
 - Copy of information page and immigration stamps/visas in the passport that was used for immigration from Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Tajikistan, Turkmenistan, Ukraine or Uzbekistan (OTHER than Russia)
 - If applicant cannot provide any of the documentation above, TVP cannot assist

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Applicant 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 applicant's 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 is Minor (Under 18 Years):

Applicant must provide the following items:

- Copy of applicant's birth certificate
- Copies of both parent's passports or driver's licenses
- If one or more of the minor's parents are former Russian or USSR citizen, a copy of the parent/s naturalization certificate is required

Both of Applicants Parents Are Russian

Applicant must provide the following item additionally:

- Copy of at least one parent's Russian Citizenship Renunciation document. If applicant cannot provide this, they are considered Russian citizens and are not eligible for Russian visas; the applicant must work directly with the Russian Embassy/consulate to obtain a Russian passport and possibly subsequently 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 very emotional for the applicants and their families. In these cases, as far as the Russian government is concerned, the applicants are considered Russian citizens and not eligible for Russian visas, unless the parents have specifically renounced the citizenship for their child.

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.