Russian Business Visa Application Guide

The following instructions will assist you in completing successfully your Russian Business Visa Application Form.

Tips for Completing Your Russia Business Visa Application Form.
- Allow approximately 30-45 minutes to complete the application
- It is recommended that you examine this guide in its entirety before beginning the Russia Business Visa Application Form. Ensure that you possess the information and documents required to complete the application
- It is recommended that you click the "SAVE DRAFT" button before moving on to each new screen during your application process
- You will be able to save and to edit your application if you do not complete it in one sitting or if you make an error:
  - To return to or to edit a saved application you will need your numeric Application ID and the passport you set up at the onset of the process, your date of birth and the first five letters of your surname.
  - To retrieve or to edit a saved application return to the main Russia Visa Application website, https://visa.kdmid.ru/PetitionChoice.aspx, and click the button:

Open previously completed application

When you have completed the Russian Business Visa Application Form, you will send to us:
- The final printed Russian Visa Application, including your original signature and the date, with the required documents listed in our Application Kit. Photocopies of your signature will not be accepted
- The printed copy of the Application ID screen. Write on this paper the password you used. This information is essential if changes are required to complete your application. Changes are very common. Be aware that we will be required to call you should you forget to include this information resulting in a slower application process.

There are a number of steps to completing your Russia Business Visa Application Form

1. **Visit the website**
   The Russian Visa Application form can be found at https://visa.kdmid.ru/PetitionChoice.aspx.

2. **Application ID**
   a. 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 us with your application and passport.** You will be asked to provide a password. Write this down on paper. If we do not receive this information your application could be delayed if corrections or amendments are required. Changes are very common.

Select "UNITED STATES" from the first drop down list, then select your choice of language from the next drop-down list.

   b. Accept the terms of service by checking the appropriate box

Complete new application form

Click this box to begin your new Russian visa application.

Choose a password and record your answer.

Your application ID: 726916
Please, write down your application ID and keep it in a safe and secure place.

Print application ID   Next

Click "Print application ID" and write on this page your password. Send a copy of this page with your completed application and passport.

3. Visa Details

Visa details	
Personal details	

Nationality
UNITED STATES
Enter your citizenship, in accordance with the country or organisation whose passport you will be entering Russian Federation with.

If you had USSR or Russian nationality at some time please select "yes" and indicate when and why you lost it
no
Enter "yes" in this field, if you formerly had USSR or Russian citizenship; if not enter "no". If yes, please answer the specifying questions.

Purpose of visit (section)
BUSINESS VISITS
Select your purpose of visit from the top drop menu list. Then from the lower drop menu list choose the specification of your purpose of visit

Purpose of visit
BUSINESS
Select your purpose of visit from the list

Visa category and type
COMMON BUSINESS
Select the specification for your purpose of visit

Select "BUSINESS VISITS".

Select "BUSINESS" as the Purpose of Visit, and "COMMON BUSINESS" as the Visa category and type.

Number of entries
SINGLE
Enter the intended numb...

Enter number of entries. This should match your Russia Invitation.

Date of entry into Russia
13 January 2013
Enter your intended date of entry to Russia in dd/mm/yyyy format

Date of exit from Russia
18 January 2013
Enter your intended date of departure "dd/mm/yyyy" format

Enter date of entry and date of exit. Drop down are in Day/Month/Year order.

Next   Cancel

4. **Personal Details**

All provided information should match exactly the information in your passport. Your 'surname' is your last name. Please fill in each section which is marked with a red asterisk. If you are married, you will need to provide details of your spouse including your spouse's full name, date and place of birth.

5. **Passport Details**

Standard blue US Passports are known as ordinary passports for the purpose of this form. Select "**ordinary**" for your passport type; even if the purpose of your trip is **business.** Complete the rest of the questions using your passport information. Remember, to enter your passport dates as Day/Month/Year. "Date of Expiry" means Date of Expiration.

6. **Visit Details**

This screen collects information on your Russian Invitation and your destinations within Russia.

If a CIBT Company is providing the Russia Business Invitation then you should select "NONE" in the dropdown menu under the question "Which Institution you are going to visit?" Then proceed to the Itinerary section. A CIBT company representative will enter your invitation information once it has been received.

If a CIBT Company is not providing the Invitation Letter, then refer to your invitation for this information.

a. List all the hotels or individuals with whom you will be staying.

7. **Additional Information**
   Provide answers to the numerous mandatory 'yes or no' questions on this screen.

8. **Education and Previous Employment**
   If you have attended higher education, please provide details on the school attended. Provide, name of the school, address, phone number, education focus or degree, dates of admission. If you have not attended higher education, move onto the section below (previous employers).

   If you have two previous employers to provide, please provide on this screen. If you have no previous employment, you may simply click "Next" to move on to the next screen. (If you are applying in New York and you elect not to complete this section then you must provide a letter explaining why you have left the field blank).

9. **Last Visit Details**

Have you ever been issued a Russian visa?

\[dropdown\] *

Have you ever been issued a Russian visa before? If the answer is "yes" you must list all the visas you have ever been issued. You should only enter one visa per field. In order to add more visas, please use the option "Add"

Has your passport ever been lost or stolen?

\[dropdown\] *

Has your passport ever been lost or stolen?

List all countries you have visited in the last ten years and indicate the date of visit

You must list all countries you have visited in the past ten years. You should only enter one visit per field (country and year). In order to add more visits please use the option "Add"

Country name
COSTA RICA

Visit date
12 February 12
Delete

Country name
BOLIVIA

Visit date
14 February 12
Delete

Add

> If the answer is "yes," select the country name, fill in the visit date and then press 'Add' to add another country

List all countries which have ever issued you a passport

Country name

Delete

Add

List all countries which have ever issued you a passport

10. **Miscellaneous Information**

Complete the questions on this screen. Though not required, you should provide your email address and phone number.

If you are retired are applying in New York then indicate "Yes" for "Do you work" and enter "Retired" and your home address.

11. **Appointment Details**

Appointment details

Select the location where you will be applying for your visa

Destination name
Visa Application Center VFS (Washington) *

> The Visa Issuing Office must match the city where you will submit your documents. Refer to the CIBT company's Visa Application Kit Checklist for this city. It is city in which our office is located.
>
> For Washington DC, select: "Visa Application Center VFS (Washington)".
>
> For other cities, select the appropriate Visa Application Center VFS provided on the drop-down list.

12. Visa Details

Confirm that your answers to the listed questions are accurate and examine the document for misspellings. If you need to edit a field, press the "edit" button and you will be taken to the page where you can correct your answer. To return to the Visa Details page you will need to press "Next" through the pages that follow the page you corrected.

When you are satisfied that your application is complete and accurate, press "Save" to proceed to print your application.

13. Printing Instructions
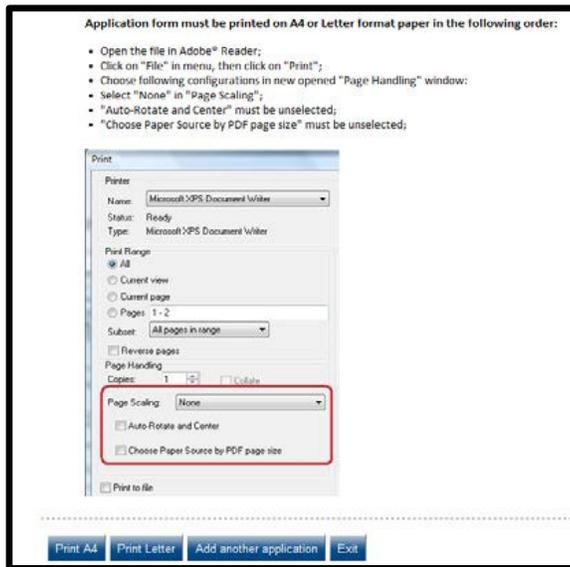
Follow the printing instructions only if you are not able to print your completed application using the "Print Letter" button. Most users will successfully print using the "Print Letter" button.

14. Final Steps:

After printing your application, sign and date the form. Then send it to us with all other documents as requested on the Visa Application Kit checklist. We will attach your photograph to the application on your behalf.

Remember to include the printed copy of the Application ID page.. Write on this paper the security question that you chose as well as your answer. This information is essential if changes are required to complete your application. Changes are very common. Be aware that we will be required to call you should you forget to include this information resulting in a slower application process.