

As of July 1, 2011 all Russian consulates are demanding all visa applications be completed online, using an external website located in Russia. Applications are to be completed online through the website in Russia, printed and signed. The new process differs from the previous application requirement in that the invitation information must be obtained and known before the application can be printed and submitted for the visa.

G3 offers Russian Concierge Level Services for clients who do not want to or unable to complete the new online application. G3 can complete the online application on your behalf and return it electronically to an email address or by physically mailing the completed documents back to a postal address for signature.

For those who would like to complete the application on their own, G3 provides this document as a guide to navigate the site and generate a proper and correct application.

Please be advised the new Russia online application is external and not part of G3. As a result, G3 cannot provide our normal level of superior support for travelers completing this application on their own. This guide is a comprehensive detailing of the online process.

Please Note: G3 is unable to offer technical support or telephone assistance to applicants completing their own application. Should G3 receive an application that has been incorrectly filled out, Concierge Level Service fees will be required to have a G3 visa expert edit or recreate the application.

The Prerequisites

In order to complete the application the following prerequisite information must be known,

- ✦ **Passport details:** The passport you will use to apply for the visa. It should be valid and signed, with at least six months validity from the time you return from Russia.
- ✦ **Official invitation information:**
 - **For Tourist Visas:** The name of the Russian hotel or Tour Company. Their address and telephone in Russia, the voucher number and the Ministry of foreign Affairs reference number and the cities to be visited. All of information is printed on the tourist invitation also known as the voucher. Information on the application must match the invitation details exactly.
 - **For Business Visas:** The name, address and telephone number of the Russian company.
 - **Telexes:** Name, address and telephone of the Russian sponsor. The telex number, the release date and the appropriate consulate where the telex was sent to.

- **Paper invitations:** Name, address and telephone of the Russian sponsor The Ministry of Foreign Affairs (MFA) registration number and the invitation issue number.
 - **For Home Stay/Private Visas:** The name, address and telephone of the Russian citizen. The official invitation number issued by the local OVIR in Russia.
- ✧ A sample of all the questions is available on the [Visa Questionnaire](#) document in the appendix section of this document. This document is the document G3 visa experts use to create the application for Concierge Level visa processing. It's included for applicants as a guide.

GENERATING A NEW APPLICATION:

The process starts at the website <http://evisa.kdmid.ru/> .

The applicant "Requests an Account"

Input a user name and the generated code key. Note-Multiple applications can be created under this user name, organizations or groups consider using group or the family/group leader's name.

Registration:

You will be assigned a "Declarant ID" and password. Write these down as they cannot be copied and pasted.

Access to the site to edit or reprint the application will be based on this site-assigned Declarant ID and password.

Login:

Enter your assigned id and password. Once logged in, new applications are created by clicking on the red **APPLICATION** in the upper right corner of the page. Existing applications are available for editing under the option **LIST** on the same grey bar. **Please Note:** the option **CONTACT** opens a page where you can send a note through to the site administrators. This is not G3 but rather a site in Russia; we do not take responsibility for the quality or usefulness of the responses generated by its administrators.

The **APPLICATION** link opens a Terms of Use page. Begin the application by checking the "yes" circle.

Purpose of Visit:

This is the section where you state what Category of visa you are applying for. Sometimes the categories interchange the words Purpose and Goal. The site is inconsistent in how it presents the data on it.

The Categories for travel:

There are many more categories of Russian visas available. A map of the all the visa options and the subsequent subcategories they populate is located in the appendix

section of this document. This guide uses examples specific to business, tourist and private homestay visas

Helpful hint - If you encounter all of your options in Russian Cyrillic script go back the **MAIN** button on the Grey bar, and change your language to the option **ENG**. It's located in a pull down box on the upper left of the **MAIN** page. Choose APPLICATION to begin again.

Business:

For Business visas, choose the option **BUSINESS** under “GOAL SECTION.”

The application will auto populate the next field “GOAL”; choose the particular type of business. Generally, if you don't see your business activity specified, either the options of **BUSINESS OR TOLKS** either are sufficient for most applicants applying for a visa. The third field will auto populate with COMMON BUSINESS.

Number of entries is indicated by checking one of the three options, “ONE-SHOT” (single entry), “Double” or “Multi”. Also indicate the date and departure as printed on the business invitation or issued inside the telex coming from Russia. Your invite sponsor/host in Russia will have that information. Note that *Number of entries is determined solely by what is indicated on the invitation or telex and it is not at the discretion of the applicant to deviate from it.*

Tourist:

For Tourist visas, chose the option **TOURISM** under “GOAL SECTION.” The application will auto populate with the next field “GOAL”, the option **TOURISM** is sufficient for most applicants.

Number of Entries (either single or double) and dates for tourist visas are determined solely by what is printed on the official tourist confirmation/voucher from the Russian hotel or tour operator. If you need additional entries or require additional time outside of the dates on your existing hotel voucher, a new voucher is required for a correctly issued visa. G3 provides tourist vouchers valid for a maximum of 30 days and up to two entries in a 30 day period. Multiple entry and validities past thirty days are not available for tourist visas. 90 day stays or multiple entries for a year can be obtained using a business invitation only.

Homestay:

These visas require the original invitation issued in Russia from the local OVIR authority only to registered Russian citizens. It can take two to eight weeks to have the document generated. Note- G3 recommends tourist or a business visa for travelers who have problems obtaining this document from the friends or family in Russia.

For Homestay visits chose the PRIVATE VISITS under the purpose section choose PRIVAT if staying in a Russian home. The Visa category and type field will auto-populate the option COMMON PRIVATE, choose it.

Choose your number of entries and dates as written on your home stay invitation.

Dates of Entry and Exit:

Ensure that the dates you list are exactly the same as the dates on your official invitation, even if you will only be in Russia for a portion of that time. Your invitation and application must match, otherwise the application will be rejected.

Name and Origin:

Once you have entered the information on the trip, the next screen is personal information such as your name, country of birth, city of birth (listed as place) and current nationality. Nationality refers to the nation that issued the passport you are traveling to Russia with. It also wants to know if the applicant came from the Soviet Union or Russia.

Passport Details:

For most applicants traveling with a Blue US Passport, check the box for TOURIST under "Type of passport". Give your passport details as printed in the main page of your passport. For "Passport issued by" indicate what is printed inside your passport main page; for US citizens the answer "US Department of State" is always appropriate.

Inviter/Invitation Details:

For Tourist:

You need to know the reference number and name of the Russian tour company who issued the voucher. This number is usually printed in the seal of the voucher. Also need is the confirmation number, which is the number usually printed on the top of the voucher. Applicants should provide the route of journey by indicating the cities in Russia you intend to visit.

For Business:

Business applicants indicate the name and address of the Russian sponsor or Host Company. For telexed approvals indicate the assigned telex number in the field asking for a MFA Directive Number. Your sponsor in Russia will have this number after they apply for your approval in Russia with the foreign Ministry. If you have a paper invitation, indicate the invitation number in the field that asks for it.

For Homestay:

Homestay applicants indicate the names and home address of the host in Russia. Also indicate the invitation number printed on the document from the local OVIR.

Personal Information and History:

Enter in the address, phone number, fax, and email for both your home and work. If you do not have any of this information, type N/A.

Medical Coverage:

Indicate yes in the check box and the insurance company name under the field Document. Indicate self or the organization name if traveling for an organization.

Marital Status:

Indicate marital status and subsequent status fields. Please note that you must enter the details for your spouse even if you are separated, divorced or widowed.

Parent Information

Indicate parent's name. Indicate maiden name for mother. A middle name can be substituted for patronymic name. The names are required even if your parents are deceased.

Countries Visited

Indicate the countries visited and year. The question "Did the other countries give out the passport to you?" is asking if you have ever held a passport from a different country, check yes and give the name of the country if applicable.

Work History, Education Associations, Skills, Military Service Sections

Indicate your work history and education history if applicable. For addresses indicate city and state.

If you belong to any organization or have special training that you want the Russians to know about indicate it in the appropriate field or just indicate no.

The YES/NO Page

The application asks a series of questions. Please indicate the appropriate answer by placing a check in the appropriate box.

Place of Stay in Russia

Indicate the hotel name for tourist and business request. Homestay applicants indicate the Russian address where they are staying.

Appointment Date

Indicate the date you intend to have your documents submitted to the embassy. If traveling under a business telex, indicate the release date obtained by your sponsor in Russia. You should also indicate the country (USA) and the city where you intend to have your application processed Click on the Add to distribution button and press Finish button. This will generate the application and bring you back to the **LIST** view.

The LIST View - Edits and Printing

The LIST view displays all of the complete applications on file under the Declarant ID. They are listed by an application number generated when the applicant starts the process. To edit press the Edit button. To print click on the grey button marked Letter for the application you want to print.

Create the PDF

The Letter button will initiate the process of printing the application for Russian visa obtained in the USA. A page showing the settings to use when printing is displayed. Follow the example to ensure proper printing. The embassy routinely rejects applications that are not printed following their exact requirements.

Print the PDF

The Next button creates the pdf populated with the data. Save it locally on your system and print it. Verify the information is correct, then print and sign the application using a pen (blue ink recommended). Electronic signatures or faxed, scanned or copied signatures are not accepted.

APPENDIX

Map of Visa Categories and Subsequent Fields

Below is a map of all the options and the variables for visa categories and the subsequent information they populate.

Purpose of Visit:

Goal Section:

BUSINES VISITS
GETTING OF THE REFUGE
OFFICIAL VISITS
PRIVATE VISITS
READ MISSION
SCIENCE CULTURE SPORTS RELIGION
STUDY
TEMPORARY RESIDING
TOURISM
TRANSIT
WORK

Goal:

(BUSINESS VISITS)

ADOPTION
BUSINESS
COMMERCIAL
CREWMAN
DRIVER
FAMILY ATTENDANT
INSPECTOR
LECTURER

MASS MEDIA BUSINESS TRIP
MASS MEDIA/REPORTER
MASS MEDIA/TECH
MEDICAL TREATMENT
TECHNICAL SERVICE
TOLKS

(GETTING OF THE REFUGE)

Auto populates GETTING REFUGE

(OFFICIAL VISITS)

AMBASSADOR
AMBASSADOR'S GUEST
CHIEF REPRESENTATION
CONSUL
CONSUL GENERAL
DIPLOMATIC COURIER
DIPLOMATIC SERVANT
EMPLOYEE
GUEST OF CHIEF REPRESENTATION
GUEST OF CONSUL
GUEST OF CONSUL GENERAL
GUEST OF DIPLOMATIC SERVANT
GUEST OF EMPLOYEE
GUEST OF MILITARY ATTACHE
GUEST OF TECHNICAL EMPLOYEE
INSPECTION
INSPECTION-CREWMAN
MEMBER OF AMBASSADOR FAMILY
MEMBER OF CHIEF REPRESENTATION FAMILY
MEMBER OF CONSUL FAMILY
MEMBER OF CONSUL GENERAL FAMILY
MEMBER OF DIPLOMATIC SERVANT FAMILY
MEMBER OF EMPLOYEE FAMILY
MEMBER OF MILITARY ATTACHE FAMILY
MEMBER OF TECHNICAL EMPLOYEE FAMILY
MILITARY ATTACHE
MILITARY RELATIONS
OFFICIAL JOURNEY
OFFICIAL JOURNEY/ADMINISTRATIVE
OFFICIAL JOURNEY/DIPLOMATIC
PERSONNEL
TECHNICAL EMPLOYEE
WORK
VISIT

(PRIVATE VISITS)

FRONTIER EXCHANGE
GUEST
PRIVATE
SEPARATED BUT NOT DIVORCED FAMILY
SPECIAL CASES
VISIT OF BURIAL PLACE

(READ MISSION)

AUTO POPULATES READ MISSION

(SCIENCE CULTURE SPORTS RELIGION)

ATTENDANT
CHARITY
CULTURAL RELATIONS
FAMILY ATTENDANT
HUMANITARIAN HELP
PILGRIMAGE
RELIGIOUS ACTIVITIES
SCIENTIFIC-TECHNICAL RELATIONS
SOCIAL AND POLITICAL
SPORT RELATIONS
YOUTH RELATIONS

(STUDY)

COURSES

FAMILY ATTENDANT
POST-GRADUATE STUDY
PROBATION PERIOD
SPECIALIZATION STUDY
STUDY

(TEMPORARY RESIDING)

Auto Populates TEMPORARY RESIDENCE

(TOURISM)

72-HOURS-TOURISM
AIM-TOURISM
AUTOMOBILE-TOURISM
TOURISM
TOURISM-HUNTING
TOURIST GROUP

(TRANSIT)

Auto Populates TRANSIT

(WORK)

EMPLOY
FAMILY ATTENDANT
FOREIGN EMPLOYEE
MASS MEDIA REPORTER
MASS MEDIA TECNICIAN
TEACHER

SCREEN SHOT FOR ENTERING TOURIST INVITATION DETAILS

The screenshot shows a web browser window titled "Visa Application Wizard - Mozilla Firefox" with the URL "https://evisa.kdmid.ru/Registered...". The page is for "RUSSIAN VISA" and is in the "APPLICATION" section. It features a "Route of journey" sidebar with a "COMODO AUTHENTIC SITE" logo and an "SSL Certificate" indicator. The main form area is titled "NEW VISA APPLICATION (DRAFT)" and contains several input fields: "Directive number", "Reference number", "Number of confirmation", "Name of the tourist organization", and "Route of journey (points of destination)". A "Clear" button is located below the "Route of journey" field. At the bottom, there are "Cancel", "Save draft", "Previous", and "Next" buttons. The page also includes a "Logout" link and navigation tabs for "MAIN", "APPLICATION", "LIST", and "CONTACT".



Russian Visa Questionnaire

To use G3's Concierge Application Service, please complete this questionnaire and return it via email to Russia@g3visas.com along with a scan of your passport, your completed Visa Order Form, and a scan of your invitation (if you are providing your own invitation).

Purpose of Visit:

Business Tourist Homestay Flight Crew Other _____

Specific Purpose of Visit (i.e. business meetings, tour group, etc.): _____

Number of Entries: Single Double Multiple (Business/Flight Crew Only)

Date of Entry: _____
Day Month Year

Date of Exit: _____
Day Month Year

Russian Cities to be Visited: _____

Your Personal Information:

Last Name: _____

First Name: _____

Middle Name: _____

If your name has legally changed, list your previous name(s) here:

Sex: Male Female

Date of Birth: _____
Day Month Year

Country of Birth: USA Other _____

Place of Birth (City/State): _____

Country of Citizenship: USA Other (please indicate) _____

Have you ever held Russian or USSR citizenship: No Yes

If yes, please state when you left Russia/USSR, what country you emigrated to, and any other pertinent details: _____

Spouse's Date of Birth: _____
Day Month Year

Spouse's Country of Birth: USA Other _____

Spouse's Place of Birth (City/State): _____

Your Father's Name (even if deceased):

Last Name: _____

First Name: _____

Middle Name: _____

Your Mother's Name (even if deceased):

Last Name: _____

First Name: _____

Middle Name: _____

Your Travel History:

Please list the countries you have visited in the last 10 years, with the year of visit. If you have visited more than five, please list the five most recent.

Year	Country

Have you ever held a passport from another country? No Yes: _____
Country Name(s)

Your Previous Employment:

Please provide the details about your last two places of work, not including your current employment.

Most Recent Previous Employment:

Name of Employer: _____

Employer Address: _____

Employer Telephone: _____

Your Position: _____

Your Supervisor's Name: _____

Dates of Employment: _____ / _____ to _____ / _____
Month Year Month Year

Second Previous Employment:

Name of Employer: _____

Employer Address: _____

Employer Telephone: _____

Your Position: _____

Your Supervisor's Name: _____

Dates of Employment: _____ / _____ to _____ / _____
Month Year Month Year

If you have attended educational institutions past high school, please provide the details.

Most Recent Educational Institution:

Name of School: _____

School Address: _____

School Telephone: _____

Degree Obtained/Major: _____

Dates of Attendance: _____ / _____ to _____ / _____
Month Year Month Year

Previous Educational Institution:

Name of School: _____

School Address: _____

School Telephone: _____

Degree Obtained/Major: _____

Dates of Attendance: _____ / _____ to _____ / _____
Month Year Month Year

Additional Questions:

Please list any professional or charity organizations you are a member of: _____

If you have professional experience relating to firearms, explosives, or nuclear technology, please describe: _____

Have you ever been a member of the military? Yes No

If Yes, please complete the following:

Branch of Military (i.e. US Navy): _____

Highest Rank Obtained: _____

Specialization: _____

Dates of Active Service: _____ / _____ to _____ / _____
Month Year Month Year

Did you participate in combat? Yes No

Have you ever lost your passport, or had your passport stolen? Yes No

Have you ever been issued a Russian visa? Yes No

If yes, when was your most recent visa issued? _____
Day Month Year

Which consulate issued the visa? (i.e. Washington, DC) _____

Have you ever been refused a Russian visa? Yes No

Have you ever had a Russian visa cancelled? Yes No

Have you ever been deported from Russia? Yes No

Your Stay in Russia:

Please list the details of the places you will stay in Russia:

Name of First Hotel or Private Host: _____

Address: _____

Telephone: _____

Name of Second Hotel or Private Host: _____

Address: _____

Telephone: _____

Name of Third Hotel or Private Host: _____

Address: _____

Telephone: _____

Do any of your relatives currently live in Russia? Yes No

If Yes, please provide their full name, address, date of birth and relationship to you:
