



Visa Application Form Completion Guide

For clarification please call our friendly team on **020 7403 9922** or email russiahouse@btinternet.com

1. Please go to: <https://visa.kdmid.ru/PetitionChoice.aspx>
2. Select the country you are applying from; select your language.
3. Tick the box '*I have read this information*' and click '*Complete new application form*'.
4. **IMPORTANT:** Take a note of your Application ID as shown in the top right-hand corner.
5. **IMPORTANT:** Please use our unique password: **RussiaHouse15**

Visa Details page 1:

- **Nationality** – as per passport or if born in USSR / Russia or Ukraine you must state this and indicate why they lost/gave up citizenship including the date.
- **Purpose of visit** – this answer is as per support /invitation – if travelling purely as a tourist then choose tourism in both drop down boxes, if travelling on business on a Special Purpose invitation choose tourist and then AIM TOURISM in second box, if a full Ministry business support then choose business.
- **Category and Type** – again this is as per support/invitation if tourist then tourism, if business then choose business or commercial please check the words on your Ministry Invitation.
- **Number of Entries** – as per support/invitation (Single/Double/Multiple)
- **Date of entry** – as per support/invitation, if date has passed it cannot be entered onto the form you need to put a further date for example the date we will collect from the Consulate.
- **Date of departure** – as per support/invitation/hotel confirmation.

Personal Details page 2:

- **Surname** as per passport
- **First name, middle names** must correspond with passport
- **Have you ever used another name** i.e. maiden name or previous married name if this applies. Please enter one name per field to enter another name – click the 'add' button
- **Sex** - as per passport
- **Date of Birth** as per passport
- **Place of birth** – as per passport
- **If born in Russia** select 'Yes' and specify the date and which country you have immigrated to.
- **Marital Status** If Married, Divorced or Separated you must complete your spouse's details, name, place of birth and date of birth.

Passport details page 3:

- **Type of passport** – Unless a diplomat choose 'Tourist'
- **Passport number** – as per passport
- **Date of issue** – as per passport
- **Date of expiry** – as per passport
- **Issued by** – this will be above your signature in your passport i.e. IPS / FCO/ UKPA



Visit Details page 4:

- **Inviting organisation** - as per support/invitation. If a tourist invitation please write the name of the tourist agency/company who has issued the tourist support. (If Russia House has arranged your support we will supply this information)
- **Address:** This is just the city of the company/travel agency who has issued your support in Russia. So could be Moscow or St Petersburg or wherever they are located.
- **Reference & confirmation number** – This is located on the visa support look for the MBT reference number i.e. 005100 this number can be entered for both reference and confirmation numbers and will be located on your support.
- **Itinerary** – as per support – the cities being visited, if business then just one city can be listed. For tourism you must list all cities that are on the tourist support.
- **Medical/Travel insurance** – you must state ‘yes’ and put ‘Travel insurance’ if you do not know the policy name.
- **Who will pay for the trip** – if business visa then select company and put company name. If tourist/AIM tourist select independently, if a child then you can select ‘other’ and enter the details of who will pay for the child.
- **Person/place where staying in Russia** – If it is a tourist visa then it should be a hotel, the Hotel name, address and telephone number must be included – if a tourist you must state all hotels for each city you are visiting. If Business you can just put one hotel for one city providing you have put just one city down for question ‘Itinerary’ on page 4.
- If they have a private visa then you must put the full name, address, contact number and DOB of the person they are staying with.

Additional information page 5:

Please answer all questions truthfully selecting ‘yes’ or ‘no’ - for military questions please answer fully, including additional details required.

Education and work experience page 6:

- **Education** – you only need to put an answer if they studied at College or University (further education). If they did not study still select **yes** and then enter ‘DID NOT STUDY’ in the following fields: Name / Address / position / chief’s surname. For phone number put 00 and for date of admission the month of birth and the year after they were born i.e. if born 05/1950 put 05/1951 graduation date would be a year after this i.e. 05-1952.
- **If they did study** then please complete name, full address of college/university and telephone number, correct date of starting the course, correct graduation date and the name of the course taken.
- **List the last two places of work** excluding the current one. If you have never worked previously you must select **yes** and then enter ‘DID NOT WORK’ in the following fields: Name / Address / position / chief’s surname. For phone number put 00 and for date of joining month of birth and the year after they were born i.e. if born 05/1950 put 05/1951 dismissal date would be a year after this i.e. 05-1952. NB: if they did not study (as above) and you have entered the year after their DOB then the date of year for this question would be the following year after that i.e. 1953-1954.

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Last visit details page 7:

- **Have you ever been issued a Russian visa** – check passport if you have had previous visas you need to state the city it was issued in i.e. London and the date it was issued, this is on the top left hand side of the visa itself.
- **Countries visited** – you must list stamps/visa's that are in your current passport using exact entry date as per the stamp/visa. You must put correct date of entry as per the stamp. If the passport is new and has no stamps/visa then you can list a few countries you have visited and if unsure of the date of entry you can put closest date - a minimum of 5 is liked by VFS unless you really have not travelled anywhere.
- **Do you have a permanent residential address:** If you hold a UK passport and live abroad you can put your address abroad. If you hold a non-UK passport you must state a UK address and contact number landline or mobile is fine.
- **Do you work or study at the present time** – if you are retired please select 'yes' and state 'Retired' for the following fields: Name / Work position / Address. For telephone number enter '00'. If you are self-employed and work from your home address the Embassy will ask you to provide 3 months of recent bank statements proving you have funds to cover the dates of your trip @ £100.00 per day. Alternatively you can provide a different address and provide a company name then do not put 'self-employed'.
- **Form can be signed when we meet you at the VFS centre for fingerprinting.**
- The last question is where you wish to have your visa issued, from the drop down box please choose **Vfs Centre London**.
- **Save your application and then select to print out an A4 copy.** Please ensure that you make a note of your application reference number and ensure you use our password RussiaHouse15.

We are happy to help guide you through the completion.