



Visa Application Form Completion Guide

For help please call our friendly team on **020 7403 9922** or email
<mailto:russia.house@therussiahouse.co.uk>

Please go to: <https://visa.kdmid.ru/PetitionChoice.aspx>

Please choose: UNITED KINGDOM as the country where the visa will be issued

Please ensure you use our unique password: **RussiaHouse15**

Visa Details page 1:

- **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 Tourist invitation choose TOURIST and then AIM TOURISM in second box, if a full Ministry business support then choose Business or Commercial (journalist choose media)
- **Category and Type** – again this is as per support/invitation, if a 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 exactly 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
- **Marital Status** If Married, Divorced, Separated or widowed you must complete your spouse's details, name, place of birth and date of birth, date of death, place of death, these boxes will appear when you choose one of the above answers. Single and widowed do not need to add spouse details.

Passport details page 3:

- **Type of passport** – Unless a diplomat choose 'ORDINARY'
- **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 on request) If you have a hotel invitation the name of the hotel as travel agency.
- **Address:** This is just the city of the organisation/hotel/travel agency who has issued your support in Russia. So could be Moscow or St Petersburg or wherever they are located. If hotel then this address should be written here.
- **Reference & Confirmation number** – This is located on the visa support look for the MBT reference number i.e. MBT 005100 this number can be entered for both reference and confirmation numbers and will be located on your support. If you choose business option you will be asked for invitation reference.
- **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. Use the add button for each individual city.
- **Who will pay for the trip** – if business visa then select company and put company name. If tourist/AIM tourism 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, including address and telephone number by using the add button. 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 you have a private visa then you must put the full name, address, contact number and DOB of the person you are staying with.

Additional information page 5:

Please answer all questions truthfully selecting ‘yes’ or ‘no’ - for military questions if you say ‘yes’ further boxes will open for completion, please answer fully, including all additional details required .

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. You must list **ALL** Russian visas you have had.
- **Countries visited** – you must list **ALL** stamps/visa’s that are in your current passport using exact entry/exit date as per the stamp/visa up to 10 places. You must put correct date of entry as per the stamp. If the passport is new and has no stamps/visas then you can list a few countries you have visited and if unsure of the date of entry you can put the closest date - a minimum of 5 is liked by VFS unless you really have not travelled anywhere before. This is the question that most people do not fully complete – it must be completed with date/month/year for every trip
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- **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. They may require you to submit recent proof of residence.
- **Do you work or study at the present time** – if you are retired please write '**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'.
- **Parent's details:** You will need full name, date and place of birth and Nationality. If they are deceased you will require place and date of death.
- **Children,** please enter the details of your children, name, relationship to you, date and place of birth. It asks you to give passport details of each but this is not mandatory at the moment but could change.
- **National Insurance Number.** This is now required.
- **Financial:** how much is your monthly income/do you have any other financial source/do you have bank accounts/how much will you take to Russia/how much will you spend on accommodation and food. **Only the other financial source and bank name needs completing. Rest is not mandatory at the moment.**
- **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.**

- **CLICK SAVE AND SUBMIT to save your application, if this is not done you will lose the completed information. Print out an A4 copy - choose from the menu at the bottom of the page. Please ensure that you make a note of your application reference number and ensure you use our password RussiaHouse15.**

FORM COMPLETION: We are happy to guide you through the Application form completion, a friendly voice at the end of the phone, clear concise instructions and given in a cheerful and confident manner.

CALL US ON 020 7403 9922

FINGERPRINTING: The Russia House operate an appointments system for fingerprinting, we will meet you at the Visa Centre and guide you through the procedure with the minimum of fuss and in the shortest possible time.