



Phone: (+7 095) 995-28-85, (+7 095) 995-28-88

Fax: (+7 095) 995-28-40

E-mail: bbp@bbprogram.com

www.bbprogram.com

VISA APPLICATION TO RUSSIA

Instructions on How to Apply for a Russian VISA

All foreign citizens visiting Russia need to have a valid **Russian visa** to enter and to leave the country, except nationals of CIS countries (former USSR without Baltic States).

To apply for any type of Russian visa, the following is required:

Russian Tourist Visa

Documents required:

1. A valid original passport with at least one blank visa-designated page (passport must be valid for at least 6 months after intended departure date from Russia).
2. A completed visa application form (one per person) available at the Russian Consular Section of the Embassy.
3. One recent passport size photo.
4. Confirmation of hotel arrangements from **BBP Travel Company**, or directly from the Russian hotel, showing reference number and confirmation number for the visa and travel voucher.

Visa Validity/Duration of stay/number of entries:

Tourist Visa is valid for a Single entry to the country and issued for no longer than a month.

Russian Business Visa:

Documents required:

1. A valid original passport with at least one blank visa-designated page (passport must be valid for at least 6 months after intended departure date from Russia).
2. A completed visa application form (one per person) available at the Russian Consular Section of the Embassy.
3. One recent passport size photo.
4. **An official letter of invitation** from the Russian Ministry of the Interior, its local offices or the Russian Foreign Ministry, other authorized Russian agency. The letter must contain: official seal and legal address of the agency, document registration number, date of registration, signature and name of an authorized official, travel itinerary, dates of stay, names of persons invited. Embassy reserves the right to request originals of letters of invitation.
5. A cover letter from your company (or from yourself if you are traveling individually) with information about the traveler, destination, terms and purpose of the trip.
6. An HIV test certificate is required while applying for visas valid more than 3 months.

Visa Validity/Duration of stay/number of entries:

Business Visa might be valid for a Single/Double or Multi entries and issued for a 1month/3months/6months or a year.

Where to apply for a Russian Visa:

Applicants should come in person or through a third party (e.g. travel agencies) to the local Russian Embassy/Consulate in order to apply for a visa. Visa processing time starts only after the all necessary documents received. Please note, that drop-off day is not counted as a business day.

If you apply by mail, please enclose a return self-addressed (Registered Post) envelope and add one more day for processing. In case of applying by mail, please, contact the Embassy to learn more about the terms and conditions.

NOTES:

1. The application for a visa may be declined if the applicant fails to provide with true and complete information on the visa application form.
2. The applicant should check the issued visa upon collection and, if necessary raise any queries at the same. Once accepted, they should follow the content of the visa while visiting Russia. If there is no immediate inquiry relating to the issued visa, the applicant is held responsible under any circumstances thereafter.
3. Visa processing fee is not refundable.
4. Any visa applicant may be interviewed by a consular officer if necessary.
5. Please, note that visas cannot be changed or extended. If your travel plans changed after the visa issuance you have to reapply for a new visa.
6. Processing time, requirements and fees are subject to change without notice.
7. Please, draw your attention that the requirements of the Russian Embassy for visa execution can vary in different countries. You should get more detailed information on terms and conditions on-site.
8. When entering Russia with a tourist visa, you are required also to present at the border checkpoint your tourist confirmation, voucher from your hotel and a return ticket with a fixed date of departure from Russia. You also will have to prove that you have sufficient funds for your travel.
9. Effective February 10, 2003 all foreign nationals entering the Russian Federation are requested to fill in the Migration Card and present it to the Border Control Officer along with their passports.
10. The applicant should not engage in activities incompatible with his/her status when he/she enters Russia.
11. For foreign visitors employment in the territory of Russian Federation is prohibited without approval.
12. In case of visiting CIS countries, please, note double or multi entries visa is required in order to re-enter Russian Federation Borders.



Phone: (+7 095) 995-28-85, (+7 095) 995-28-88

Fax: (+7 095) 995-28-40

E-mail: bbp@bbprogram.com

www.bbprogram.com

VISA SUPPORT FORM
(to apply for a letter of invitation)

Please return form to: BBP Travel Company Tel: +7 095 995-2885 + 7 095 995-2888 Fax: +7 095 995-2840 E-mail: bbp@bbprogram.com Contact person: Ms. Koroleva Maria	Company:
	Address:
	Phone:
	Fax:
	E-mail:
	Authorized by:
	Signature:
	Date:
	Hall / Booth №:

This form must be completed and returned by every Exhibitor. If service is not required, please endorse “**NOT APPLICABLE**” and return/fax to the above address.

All foreigners must obtain an entry visa before proceeding to Russia. Exhibitors are strongly recommended to process the application, **latest one month before departure** from the country of origin.

LETTERS OF INVITATION

All the applicants for Tourist visa are required a standard tourist confirmation and a voucher from a hosting authorized Russian travel agency. All the applicants for Business visa are required to have an Invitation Letter from the Russian Authority.

BBP – the official travel agency of the organizers will assist in getting either confirmation and voucher for Tourist visa or a letter of invitation issued by Russian authority for Business visa. Upon receipt of any visa authorization, the applicant is required to present his/her valid passport, a recent photo, a completed visa application form (available from local Russian Embassy, or at our web: www.bbprogram.com) and forward to the local Russian Embassy/Consulate for completion of the formalities.

In case visa is required, please, fill the following form in and enclose a copy of passport contained the below-required data:

Surname _____ Given Name _____
 Passport № _____ Date of birth _____
 Date of issue _____ Date of expiry _____
 Nationality _____ Sex: Male Female

Russian Embassy (Consulate) where the visa will be picked up: _____

Company Name: _____

Position: _____

Address of the Company: _____

Country _____ City _____ Postal Code _____

Telephone: _____ Fax: _____

E-mail: _____ Web: _____

Cities to be visited in Russia (up to 6 cities, in case of business visa application):

Visa type (please check

Entries	Duration		
Single entry	<input type="checkbox"/> 1 month	<input type="checkbox"/> 3 months	
Double entry	<input type="checkbox"/> 1 month	<input type="checkbox"/> 3 months	
Multiple entries	<input type="checkbox"/> 3 months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months
<input type="checkbox"/> - Tourist visa (Single entry up to 1 month)			

Duration of stay in Russia: from ___/___/200___ till ___/___/200___

Please NOTE: Incorrect or incomplete information may cause denial of visa.

Visa Support Fees

Tourist visa support

Type of visa	Processing time	Fee
<u>Single entry – up to 30 days</u>	1 day	35\$

Business visa support

Type of visa	Processing time and Fee			
	10 working days (invitation)	7 working days (telex)	3-4 working days (telex)	1-2 working days (telex)
<u>Single-entry</u> Visas				
1 month	55\$	95\$	125\$	135\$
3 months	70\$	105\$	135\$	145\$
<u>Double-entry</u> Visas				
1 месяц	65\$	125\$	145\$	155\$
3 месяца	95\$	135\$	155\$	165\$

Multiple entry visas fees are on request.

The business visa support will be sent directly to the Russian Consulate by TELEX where you'll be applying to. OR: the original of the invitation will be sent to you by MAIL (mail service is not included in the fee).

The processing time includes only working days (except Saturdays, Sundays and public holidays) and starts the next working day after receiving all required documents.

Please, NOTE: Visa support fees are the fees for the letters of invitation in order to apply for a visa. Russian Embassy will charge you the Consulate fee on-site (the fee may vary in different countries)!