Russian Visa Application Instructions

On the application, you will be asked to answer several questions specific to your trip. We have listed the information here. Following this page is a step by step guide that shows where this information will be asked for on the online Russian Visa application form:

**PLEASE ENSURE YOU SAVE YOUR APPLICATION ID AND THE PASSWORD.**

- **Login Information**
  - Application ID: Please write this number down.
  - Password: All applicants should use the same password "CIEERussia2K"

- **Purpose of Visit:**
  - Visa Category: COMMON EDUCATIONAL
  - Entries: SINGLE
  - Date of Entry: DATES SHOULD MATCH YOUR INVITATION EXACTLY
  - Date of Exit: DATES SHOULD MATCH YOUR INVITATION EXACTLY

- **Passport**
  - Type: TOURIST
  - ISSUING AUTHORITY: THIS IS LISTED ON YOUR PASSPORT’S FACE/INFORMATION PAGE.

- **US Address:**
  - Permanent Address: PLEASE ENTER YOUR CURRENT ADDRESS AS IT APPEARS ON YOUR DRIVER’S LICENSE.
  - University’s Address: PLEASE ENTER YOUR UNIVERSITY’S ADDRESS.

- **Russia Addresses:**
  - Name of Organization (Inviter): ST. PETERSBURG STATE UNIVERSITY
  - Inviter’s Address: 199034, ST. PETERSBURG, NAB UNIVERSITETSKAYA, D7/9
  - City to Visit: ST. PETERSBURG, MOSCOW
  - Hotel Information:
    - OGT-SPBGU, UNIVERSITETSKAYA NAB., 7/9, ST. PETERSBURG 199034, 7-812-274-1485.

- **Medical Insurance:**
  - INEXT 51-37-SEC

- **Who will pay for this trip?:**
  - INDEPENDENTLY

- **Additional Information Page**
  - You will answer a series of Yes or No questions. If additional information is requested from you, Travisa may require additional information once documentation is presented to the Consulate General of Russia.

- Has this application been completed personally, by you? YES
- Have you ever attended any educational institutions excluding Secondary School? NO

- **Employer Information**
  - Name: NAME OF YOUR COLLEGE/UNIVERSITY
  - Position: STUDENT
  - Address: UNIVERSITY ADDRESS
  - City, State, Zip Code
  - Telephone: UNIVERSITY’S PHONE NUMBER
  - Email: MAIN UNIVERSITY EMAIL

Location where you will be applying for your visa, Destination Name: Visa Application Center ILS (WASHINGTON)
Russian Visa Application Instructions

(Before beginning the application, you must have your Official Student Invitation)

The Russian Visa Application form must be completed online. A link to the application form can be found in the Russian Student Visa Requirements section of Travisa’s webpage.

1. Select **UNITED STATES** in first drop down box. The second drop down box should automatically change to **ENGLISH**.

2. Check box acknowledging you have read through the instructions.

3. Click “Complete new application form” to begin new application.

To edit a previously completed application, click “Open previously completed application”
Russian Visa Application Instructions

2. For your Password, please write CIEERussia2K

3. The next screen will show your application ID number. While it is a good idea to write this down, this number will later be printed on your application form.
1. Your Nationality is the country which issued your current passport.

2. If you are a former Russian or USSR Citizen, you will be required to present additional documents: a photocopy of your Naturalization Certificate, and your travel documents from your country of origin. Please contact Travisa if you have questions regarding this.

3. Choose **STUDY** for purpose of visit.

4. Choose **COMMON EDUCATIONAL** for visa category.

5. Number of Entries: **SINGLE**.

6. Date of Entry*

7. Date of Exit *

* These dates should match the dates on your invitation exactly.
1. Your name must match your name in your passport exactly.

2. Select your gender and Date of birth here.

3. Place of birth should match your passport. If you were born in the US, your passport should show your State of Birth. If you have a US Passport, but were born outside the US, your Passport should show your Country of Birth.

4. Complete information regarding to your marital status. If married, please least the full name and place of birth for your spouse like you have done for yourself above.
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1. Select **TOURIST** for passport type.

2. Enter your passport number.

3. Enter validity of your passport. Be sure to double check you’ve entered the numbers correctly, and that your passport has at least 6 Months Validity AFTER you leave Russia.

4. Passport’s state where they were issued under “Authority.”
1. Select **ORGANIZATION**
2. Name of Organization: **ST. PETERSBURG STATE UNIVERSITY**
3. Address is: **199304, ST. PETERSBURG, NAB. UNIVERSITETSKAYA D 7/9**

4. Leave TIN number blank.
5. Leave Directive (Telex) number blank

6. Enter your Invitation Number here. This can be found in the top right corner of your invitation.

7. City name: **ST. PETERSBURG, MOSCOW**

8. Enter **INEXT 51-37-SEC** as your Medical Insurance Information.

9. For who will pay for this trip, list **INDEPENDENTLY**

10. Select **YES** for planning on staying in a **HOTEL**

11. Name: **OGT-SPBGU**

12. Address: **NAB. UNIVERSITETSKAYA, 7/9, ST. PETERSBURG, 199034**

13. Phone: **7-812-274-1485**
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1. If you answer “Yes” to any of these questions (except for the circled question below), you will be asked to provide additional information explaining your answer. If you answer yes to being arrested or convicted of any offence, Russia will ask for a signed statement explaining the nature of the offence including:
   - What was the offence
   - Where it occurred
   - When it occurred
   - What was the penalty
   - Have you ever been arrested or convicted for any offence?  
     Yes
     - Have you ever been arrested or convicted for any offence? If the answer is yes, you will have to describe all facts about your arrest (maximum 100 characters). You should only list one arrest per field. In order to add more arrests please use the option “Add.”
     - Have you ever been convicted of any offence? If the answer is yes, you will have to indicate up to 5 cases of where you have been convicted with Russian visa. You should only list one conviction per field. In order to add more convictions please use the option “Add.”

2. Please mark this question as “yes.”

Have this application been completed personally by you?  
Yes

If the answer is yes, you must provide specifying information.

Have you ever been enlisted to military service?  
Yes

If the answer is yes, you must list a maximum of 3 military service placements. You should only list one placement per field. In order to add more military service placements please use the option “Add.”

Are/were you a member of a professional, civic or charitable organizations or do you cooperate/cooperated with any of these organizations?  
Yes

If the answer is yes, you will have to indicate all organizations mentioned in this question (maximum fifteen). You should only list one organization per field. In order to add more organizations please use the option “Add.”

Have you ever been involved in armed conflicts, either as a member or military service or a victim?  
Yes

If the answer is yes, you will have to provide all information about the armed conflict you were involved with (maximum fifteen).
1. Unless you are currently enrolled as a student, you must list either a former place of study, or a former place of work. Both of these fields cannot be blank.

2. It is acceptable to list a former position at the same place of work as your former place of work (being promoted from Asst. Manager to Manager, for example).

3. If you’ve ever been issued a visa to Russia before, list when and where you got it, TO THE BEST OF YOUR ABILITY.

4. If you’ve ever lost a passport, list the details here, TO THE BEST OF YOUR ABILITY.

5. List all the countries you’ve visited in the past 10 years, TO THE BEST OF YOUR ABILITY.

6. List all countries that have ever issued you a passport, excluding the one currently being used to complete this electronic application.
Russian Visa Application Instructions

1. List full names of parents here.

2. List Permanent address here. You must include your full address with:
   - Street Name
   - City
   - State
   - Zip Code

3. For the name of employer / school, please enter YOUR UNIVERSITY'S INFORMATION.

4. Position: STUDENT

5. Address: UNIVERSITY'S ADDRESS CITY, STATE, ZIP ODE

6. Telephone: UNIVERSITY PHONE NUMBER

7. Email: MAIN UNIVERSITY EMAIL

8. If you answer “yes” to this question, you will be required to provide name, address, and date of birth of your relatives in Russia.
1. Please select Visa Application Center ILS (WASHINGTON) as a processing location.
Russian Visa Application Instructions

This is the review page, where you can look over all of your answers. Take a few minutes to make sure all the information is correct, and that there are no typos. Once you are satisfied that all the information is correct, click the “Save” button at the bottom of the screen.
Please print your application.
Russian Visa Application Instructions

The Next 3 pages are examples of the completed Russian Visa application. Do not handwrite on the application except to sign and date the application at the bottom of page 1.

Your application ID number is listed here.

Make sure the Destination here reads, "Visa Application Center ILS (CITY)"

Sign and date the application under where the photo will go.

This should be the only writing on your application form.
### Russian Visa Application Instructions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Your permanent address, telephone number, fax number, E-mail.</td>
<td>ENTER FULL ADDRESS HERE, TEL: 0000000000</td>
</tr>
<tr>
<td>14. Place of work or study (position, company name, address, telephone number, fax number, E-mail).</td>
<td>ENTER UNIVERSITY NAME HERE, STUDENT, ENTER UNIVERSITY ADDRESS HERE, TEL: 0000000000</td>
</tr>
<tr>
<td>15. Information about previous Russian visa.</td>
<td>NO</td>
</tr>
<tr>
<td>16. Who will pay for your trip to and stay in Russia?</td>
<td>INDEPENDENTLY</td>
</tr>
<tr>
<td>17. Information about health insurance.</td>
<td>YES</td>
</tr>
<tr>
<td>Do you have health insurance that is valid in Russia?</td>
<td>OMNI INSURANCE</td>
</tr>
<tr>
<td>Name of the insurance company, insurance number.</td>
<td>NONE</td>
</tr>
<tr>
<td>18. Other names used in the past ( maiden, married, religious, etc.).</td>
<td>MEXICO</td>
</tr>
<tr>
<td>19. Your place of birth (if you were born in Russia, please specify when and which country you emigrated to).</td>
<td></td>
</tr>
<tr>
<td>20. Additional information about your relatives:</td>
<td>SINGLE</td>
</tr>
<tr>
<td>Marital status:</td>
<td>FULL NAME OF FATHER</td>
</tr>
<tr>
<td>Your father's full name:</td>
<td>FULL NAME OF MOTHER</td>
</tr>
<tr>
<td>Your mother's full name:</td>
<td>NO</td>
</tr>
<tr>
<td>Are you currently have relatives in Russia?</td>
<td>NO</td>
</tr>
<tr>
<td>21. Additional information.</td>
<td></td>
</tr>
<tr>
<td>A visa may be refused to persons who are within specific categories defined by the law as undesirable to Russia. Your answer does not automatically signify ineligibility for a visa. In this case you may be required to personally appear before a consular officer.</td>
<td></td>
</tr>
<tr>
<td>21.1. Have you ever been arrested or convicted for any offence?</td>
<td>NO</td>
</tr>
<tr>
<td>21.2. Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder? Have you ever been a drug abuser or an addict?</td>
<td>NO</td>
</tr>
<tr>
<td>21.3. Have you ever been refused a Russian visa?</td>
<td>NO</td>
</tr>
<tr>
<td>21.4. Has your Russian visa ever been canceled?</td>
<td>NO</td>
</tr>
<tr>
<td>21.5. Have you ever been deported from Russia?</td>
<td>NO</td>
</tr>
<tr>
<td>21.6. Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information?</td>
<td>NO</td>
</tr>
<tr>
<td>21.7. Have you ever overstayed your Russian visa or stayed unlawfully in Russia?</td>
<td>NO</td>
</tr>
<tr>
<td>22. Planned place of stay in Russia.</td>
<td>NONE</td>
</tr>
<tr>
<td>23. Information about completing the application.</td>
<td>YES</td>
</tr>
<tr>
<td>Has this application been completed personally by you?</td>
<td></td>
</tr>
</tbody>
</table>
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<table>
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<tr>
<th>Question</th>
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</tr>
</thead>
<tbody>
<tr>
<td>24. Has your passport ever been lost or stolen?</td>
<td>NO</td>
</tr>
<tr>
<td>25. List all countries which have ever issued you a passport:</td>
<td>NONE</td>
</tr>
<tr>
<td>26. List all places you have visited in the last two years and indicate the date of your visit:</td>
<td>1) JANUARY, 15/03/2013 2) PUERTO RICO, 19/01/2013</td>
</tr>
<tr>
<td>27. List your last two places of work, excluding the current one:</td>
<td>NONE</td>
</tr>
<tr>
<td>28. List all educational institutions you have attended, except high schools:</td>
<td>NONE</td>
</tr>
<tr>
<td>29. Do you have any specialized skills, training or experience related to programs and projects with nuclear, biological or chemical substances?</td>
<td>NO</td>
</tr>
<tr>
<td>30. List all professional, civil and charity organizations which you have/are a member of or cooperate/cooperated with:</td>
<td>NONE</td>
</tr>
<tr>
<td>31. Have you ever performed a military service?</td>
<td>NONE</td>
</tr>
<tr>
<td>32. Have you ever been involved in armed conflicts, either as a member of the military service or a victim?</td>
<td>NONE</td>
</tr>
</tbody>
</table>