

Step 4. To fill in an application form to obtain a visa to Russia

Once you have all the information about the dates of arrival and departure, a valid passport, travel insurance and letter of invitation, you can finally fill in the visa application form.

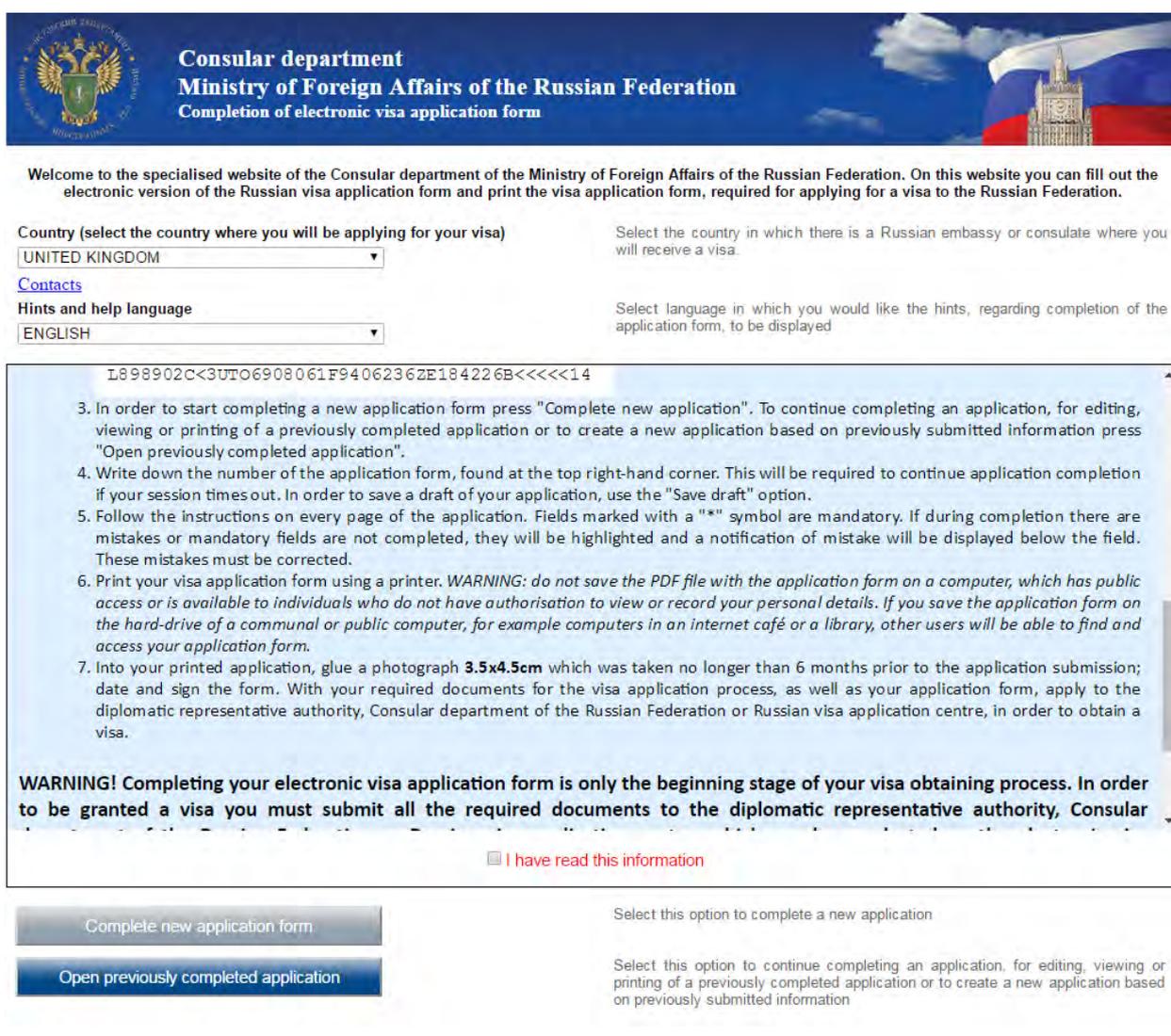
How to apply for a visa to Russia?

You can do this online at

Let's consider in more detail how to step-by-step fill in a visa application form

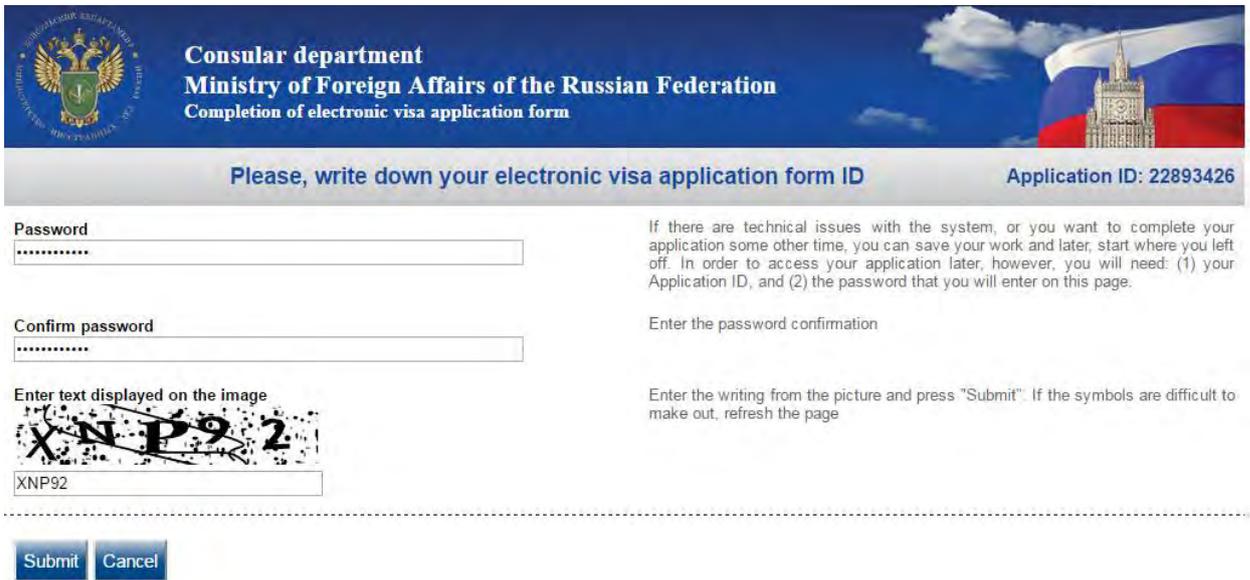
2.4.1. When you go to the site, **select your country and the language**, which will be convenient for you to fill in the form. Confirm that you have read the preliminary information by ticking it. And, finally, click on "Complete new application form".

The form will be displayed in English, but you can choose any language.



The screenshot shows the website for the Consular department of the Ministry of Foreign Affairs of the Russian Federation. The header includes the Russian coat of arms and the text: "Consular department Ministry of Foreign Affairs of the Russian Federation Completion of electronic visa application form". Below the header, a welcome message states: "Welcome to the specialised website of the Consular department of the Ministry of Foreign Affairs of the Russian Federation. On this website you can fill out the electronic version of the Russian visa application form and print the visa application form, required for applying for a visa to the Russian Federation." The form contains two dropdown menus: "Country (select the country where you will be applying for your visa)" with "UNITED KINGDOM" selected, and "Hints and help language" with "ENGLISH" selected. To the right of these menus are instructions: "Select the country in which there is a Russian embassy or consulate where you will receive a visa." and "Select language in which you would like the hints, regarding completion of the application form, to be displayed". Below the menus is a large text box containing instructions numbered 3 through 7. Instruction 3 says: "In order to start completing a new application form press 'Complete new application'. To continue completing an application, for editing, viewing or printing of a previously completed application or to create a new application based on previously submitted information press 'Open previously completed application'." Instruction 4 says: "Write down the number of the application form, found at the top right-hand corner. This will be required to continue application completion if your session times out. In order to save a draft of your application, use the 'Save draft' option." Instruction 5 says: "Follow the instructions on every page of the application. Fields marked with a '*' symbol are mandatory. If during completion there are mistakes or mandatory fields are not completed, they will be highlighted and a notification of mistake will be displayed below the field. These mistakes must be corrected." Instruction 6 says: "Print your visa application form using a printer. WARNING: do not save the PDF file with the application form on a computer, which has public access or is available to individuals who do not have authorisation to view or record your personal details. If you save the application form on the hard-drive of a communal or public computer, for example computers in an internet café or a library, other users will be able to find and access your application form." Instruction 7 says: "Into your printed application, glue a photograph 3.5x4.5cm which was taken no longer than 6 months prior to the application submission; date and sign the form. With your required documents for the visa application process, as well as your application form, apply to the diplomatic representative authority, Consular department of the Russian Federation or Russian visa application centre, in order to obtain a visa." Below the instructions is a "WARNING!" section: "WARNING! Completing your electronic visa application form is only the beginning stage of your visa obtaining process. In order to be granted a visa you must submit all the required documents to the diplomatic representative authority, Consular". At the bottom of the text box is a checkbox labeled "I have read this information". Below the text box are two buttons: "Complete new application form" and "Open previously completed application". To the right of these buttons are instructions: "Select this option to complete a new application" and "Select this option to continue completing an application, for editing, viewing or printing of a previously completed application or to create a new application based on previously submitted information".

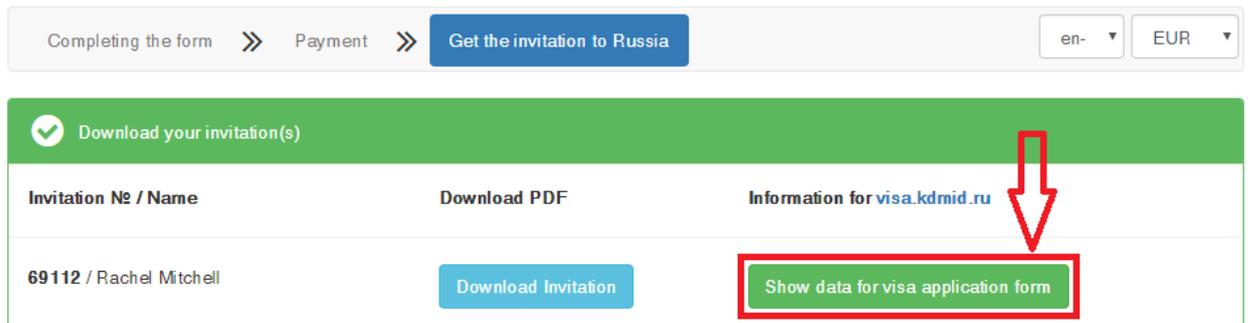
It is not necessary to fill in the form right away. You can finish the process another time, but be sure to **write down the code for your application**. It is important in order to access the form again. You will also need to provide your last name and the answer to a security question. If you have lost the code, the form will have to be filled in again. Click "Submit"



The screenshot shows the header of the website with the Russian coat of arms and the text: "Consular department, Ministry of Foreign Affairs of the Russian Federation, Completion of electronic visa application form". Below the header, it says "Please, write down your electronic visa application form ID" and "Application ID: 22893426". There are three input fields: "Password", "Confirm password", and "Enter text displayed on the image". The "Enter text displayed on the image" field contains the text "XNP92". There are "Submit" and "Cancel" buttons at the bottom.

If you bought an invitation on our website - GoingRus, **you can use the assistant to fill visa application forms**. In the interface of downloading invitation on the right side of the button "Download Invitation" you can see a button "Show data for the visa application form". Click it to display the fill assistant.

Get the invitation(s)



The screenshot shows a progress bar with three steps: "Completing the form", "Payment", and "Get the invitation to Russia". Below the progress bar, there is a table with the following columns: "Invitation № / Name", "Download PDF", and "Information for visa.kdmid.ru". The table has one row with the following data: "69112 / Rachel Mitchell", "Download Invitation", and "Show data for visa application form". A red arrow points to the "Show data for visa application form" button.

2.4.2. The most important paragraph. First you need to fill in the information in the section "Information on the required visa":

- Nationality
- Have you ever had the citizenship of Russia or a country of the former USSR
- Purpose of visit and type of visa. It is required to specify **TOURISM**
- Number of entries requested is single or double. **Specify as many as you had specified when received the invitation**
- Dates of the trip. It is necessary to specify the date of entry (arrival to Russia) and departure. It is necessary to enter and leave Russia during this period. **The dates indicated in the form must match the dates in the invitation and insurance** (or at

least be included into these days). If you specify "from 10 to 20 August" in the "Trip dates" section, and the invitation (or insurance) will be "from 11 to 20 August", you will not receive the documents. However, if the invitation (or insurance) indicates the period from August 12 to August 19, then there will be no problems.

Once you filled in this information, click "Next"

Consular department
Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application form

Application ID: 22893426

Get the invitation(s)

Completed the form >> Payment >> Get the invitation to Russia

Downloaded your invitation(s)

Invitation № / Name	Download PDF	Information for visa.kdmid.ru
69112 / Rachel Mitchell	Download Invitation	Hide data

Here you can find the data and brief instruction how to fill in Russian Visa Application Form correctly to submit it in Russian Consulate or Russian Visa Centre

Step 2: Visa Details

Purpose of visit (section)	TOURISM
Purpose of visit	TOURISM
Number of entries	SINGLE
Date of entry into Russia	21.06.2017
Date of exit from Russia	27.06.2017

Step 3: Personal details

Surname (as in passport)	Mitchell
First name, middle names, patronymic names (as in passport)	Rachel
Sex	Female

2.4.3. On the next screen, you will need to enter your personal data, as it is indicated in your passport:

- Surname
- Name
- Have you been registered under other names, surnames, etc.
- Sex
- Date of Birth
- Place of Birth
- Whether you were born in Russia

Fill in the form in capital letters, **without using diacritical marks**, do not use dots, commas and wavy lines - for example, the Spanish letter Ñ will be replaced by the system on N. In the screenshot you can see the filled in data.

Once you filled in this information, click "Next"

Step 2: Visa Details

Purpose of visit (section)	TOURISM
Purpose of visit	TOURISM
Number of entries	SINGLE
Date of entry into Russia	21.06.2017
Date of exit from Russia	27.06.2017

Step 3: Personal details

Surname (as in passport)	Michell
First name, middle names, patronymic names (as in passport)	Rachel
Sex	Female
Date of birth	20.09.1983

Step 4: Passport details

Passport number	258695974
Date of expiry	16.07.2020

Step 5: Visit details

Which institution you are going to visit?	Travel company
Name of organization	OSTWEST.COM LLC
Address	Hersonskaya Str., bld. 1/7 A, St Petersburg, Russia, 191024
Reference number	009893
Confirmation number	63789

2.4.4. Enter your passport details on the next screen

- Passport number - a line written on all pages of your passport
- Date of issue of the passport
- Date of expiry of the passport

Once you filled in this information, click "Next"

Step 4: Passport details

Type of passport	official
Passport number	258695974
Date of issue	16 July 2010
Date of expiry	16 July 2020
Issued by	IPS

Step 2: Visa Details

Purpose of visit (section)	TOURISM
Purpose of visit	TOURISM
Number of entries	SINGLE
Date of entry into Russia	21.06.2017
Date of exit from Russia	27.06.2017

Step 3: Personal details

Surname (as in passport)	Michell
First name, middle names, patronymic names (as in passport)	Rachel
Sex	Female
Date of birth	20.09.1983

Step 4: Passport details

Passport number	258695974
Date of expiry	16.07.2020

Step 5: Visit details

Which institution you are going to visit?	Travel company
---	----------------

2.4.5. The most important paragraph. In the travel details section, you need to specify the following information from your visa support

- Name of the tourist company. In our case: **OSTWEST.COM**
- The address of the company. In our case: **191036, Saint- Petersburg, 10, Ligovsky Prospect (office 2133)**
- Reference number. In our case: **009893**
- Confirmation code. In our case: **63789**

Then you must also specify information about the route - the cities you will visit. **The route is specified in the invitation.** In our case:

1. **Saint-Petersburg**
2. **Moscow**

Next you must click "Yes" in the paragraph with the question "Do you Plan to stay anywhere during your travel in Russia?" and fill in the data about all the hotels in each city stay:

1. The name of the hotel (to enter the data you need without the quotation marks, and hyphens);
2. Its address;
3. and phone

Once you filled in this information, click "Next"

The image shows a two-page screenshot of the Russian visa application process. The left page is the 'Completion of electronic visa application form' with sections for 'Visit details', 'Personal details', 'Passport details', and 'Itinerary (places of visit)'. The right page shows 'Step 3: Personal details', 'Step 4: Passport details', and 'Step 5: Visit details'. Red boxes highlight the following fields:

- Visit details (Left Page):**
 - Which institution you are going to visit? (Travel company)
 - Name of organization (OSTWEST.COM)
 - Address (191036, Saint-Petersburg, 10, Ligovsky Prospect (office 2133))
 - Reference number (009853)
 - Confirmation number (63789)
 - City name (SAINT-PETERSBURG)
 - City name (MOSCOW)
 - Who will pay for your trip and stay in Russia? (Independently)
 - Do you plan to stay anywhere (hotel, individual) during your stay in Russia? (yes)
 - Hotel name (Hotel Saint-Petersburg)
 - Address (Saint-Petersburg, Pirogovskaya naberezhnaya)
 - Telephone (+78123801919)
 - Hotel name (Moscow, Radisson Royal)
 - Address (Moscow, Kutuzovskiy prospect, 2/1, 1)
 - Telephone (+74952215555)
- Step 3: Personal details (Right Page):**
 - Surname (as in passport) (Michail)
 - First name, middle names, patronymic names (as in passport) (Rachel)
 - Sex (Female)
 - Date of birth (20.09.1993)
- Step 4: Passport details (Right Page):**
 - Passport number (258065974)
 - Date of expiry (16.07.2020)
- Step 5: Visit details (Right Page):**
 - Which institution you are going to visit (Travel company)
 - Name of organization (OSTWEST.COM LLC)
 - Address (Hersonskaya Str., bld. 1/7 A, St Petersburg, Russia, 191024)
 - Reference number (008892)
 - Confirmation number (69112)
 - Itinerary (places of visit):
 1. St Petersburg
 2. Moscow
 - Do you have medical insurance policy valid in Russia? (Yes)
 - Warning!!! This is an example. Do not copy the data from it! You need only stating OAO "ALFASTRAHOVANIJE".
 - Who will pay for your trip and stay in Russia? (Independently)
 - Do you plan to stay anywhere (hotel, individual) during your stay in Russia? (Yes)
 - Itinerary (places of visit):
 1. Type of place of visit: Hotel; Hotel name: Hotel St Petersburg; Address: Pirogovskaya emb., 5/2; Telephone: +78123801919
 2. Type of place of visit: Hotel; Hotel name: Hotel Cosmos; Address: Mira pr., 150; Telephone: +74952241266

The same data you can see in the invitation:

2.4.6. Next, answer the questions about your plans in the Russian Federation. Please, be sure that you have chosen "yes" for the answer "Has this application been completed personally by you?"

Once you filled in this information, click "Next"





Consular department
Ministry of Foreign Affairs of the Russian Federation
 Completion of electronic visa application form

Application ID: 22893426

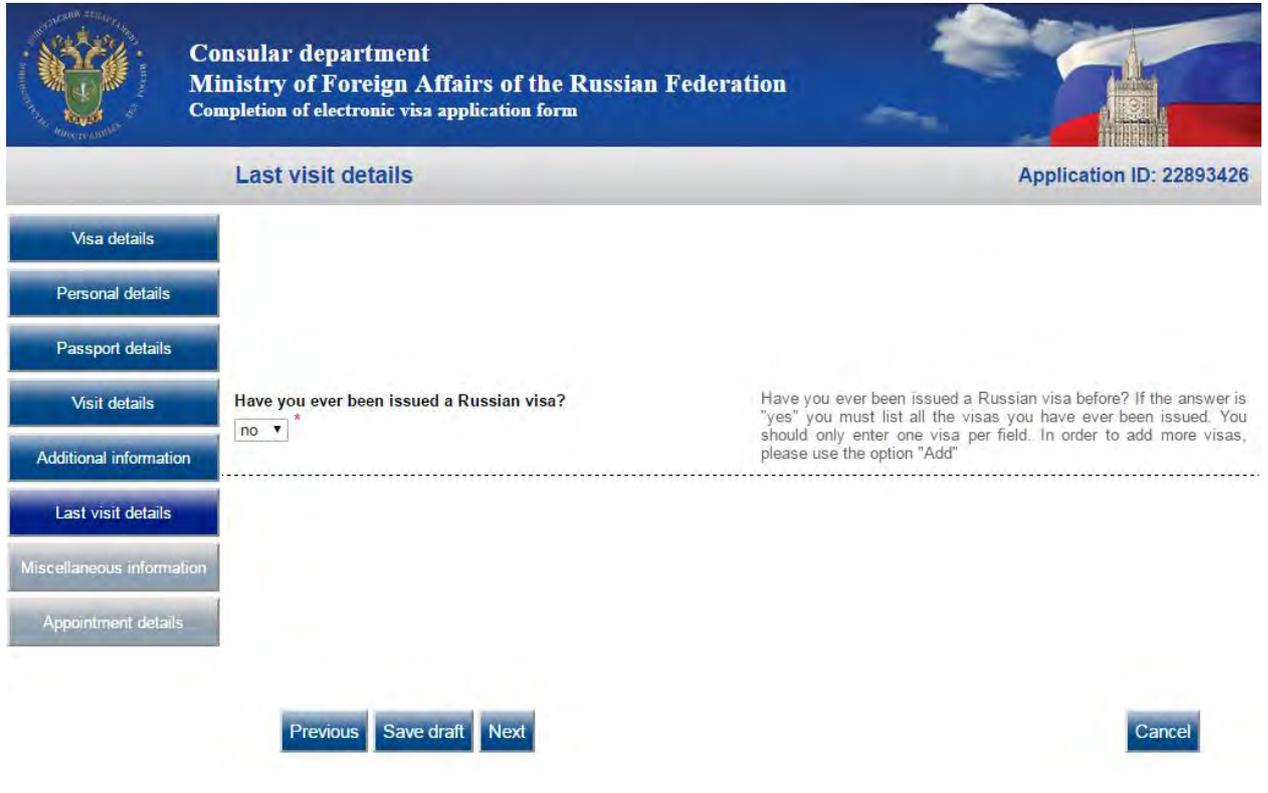
Additional information

Visa details	<p>Have you ever been arrested or convicted for any offence?</p> <input type="text" value="no"/>	<p>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 five). You should only list one arrest per field. In order to add more arrests please use the option "Add".</p>
Personal details		
Passport details	<p>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?</p> <input type="text" value="no"/>	<p>Have you ever contracted an infectious or contagious disease of public health significance? Have you ever suffered from dangerous physical or mental health disorders? Have you ever been a drug abuser or addict?</p>
Visit details		
Additional information	<p>Have you ever been refused a Russian visa?</p> <input type="text" value="no"/>	<p>Have you ever been refused a Russian visa? If the answer is yes, you will have to indicate up until 5 cases of where you have been declined with Russian visa. You should only list one visa refusal per field. In order to add more refused Russian visas please use the option "Add".</p>
Last visit details		
Miscellaneous information	<p>Has your Russian visa ever been cancelled?</p> <input type="text" value="no"/>	<p>Has your Russian visa ever been cancelled? If the answer is yes, you will have to describe all cases of why your visas were cancelled (maximum five cases). You should only list cancelled visa per field. In order to add more visa cancellations please use the option "Add".</p>
Appointment details		
<p>Have you ever tried to obtain or assisted others to obtain a Russian visa or enter russia by providing misleading or false information?</p> <input type="text" value="no"/>		
<p>Have you ever overstayed your Russian visa or stayed unlawfully in Russia?</p> <input type="text" value="no"/>		
<p>Have you ever been deported from Russia?</p> <input type="text" value="no"/>		
<p>Has this application been completed personally by you?</p> <input type="text" value="yes"/>		

Previous
Save draft
Next
Cancel

2.4.7. On the next page, fill in the form about your previous visas to Russia and other countries of the world.

Once you filled in this information, click "Next"



The screenshot shows the 'Last visit details' section of an electronic visa application form. The header includes the Russian coat of arms and the text: 'Consular department, Ministry of Foreign Affairs of the Russian Federation, Completion of electronic visa application form'. The application ID is 22893426. A sidebar on the left contains buttons for 'Visa details', 'Personal details', 'Passport details', 'Visit details', 'Additional information', 'Last visit details', 'Miscellaneous information', and 'Appointment details'. The 'Visit details' section contains the question 'Have you ever been issued a Russian visa?' with a dropdown menu currently set to 'no'. A red asterisk indicates a required field. To the right, a note explains that if the answer is 'yes', all previous visas must be listed, one per field, and the 'Add' option should be used for more.

Consular department
Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application form

Application ID: 22893426

Last visit details

Visa details
Personal details
Passport details
Visit details
Additional information
Last visit details
Miscellaneous information
Appointment details

Have you ever been issued a Russian visa?
no

Have you ever been issued a Russian visa before? If the answer is "yes" you must list all the visas you have ever been issued. You should only enter one visa per field. In order to add more visas, please use the option "Add"

Previous Save draft Next Cancel

2.4.8. Then enter your personal and contact information, as well as information about the company you work in, or the educational institution where you study. Only the fields marked with a red asterisk are required.

Once you filled in this information, click "Next"



Consular department
Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application form



Miscellaneous information Application ID: 22893426

Do you have a permanent residential address?
 *

Your permanent address
 *

Your phone number

Your fax

Your email

Do you have a permanent residential address? If the answer is yes you will have to indicate the address of residence, telephone number, fax number, email address.

Do you work (study) in the present time?
 *

Name of employer
 *

Work position
 *

Employer address
 *

Work telephone
 *

Work fax

Work email

Do you work (study) in the present time? If the answer is yes you will have to indicate the work address or place of study, position, address, telephone number, number of fax and email.

Do you currently have relatives in Russia?
 *

Answer "yes", if you currently have relatives in Russia. If the answer is yes, you must indicate them. You must only enter the information regarding one relative per field. In order to add information regarding other relatives, please use the option "Add"

2.4.9. Finally, you need to decide where you will apply for a visa. You can choose between Visa Centres of the Russian Federation and [Consular Departments of the Russian Embassy](#).

Once you filled in this information, click "Next"



The screenshot shows the 'Appointment details' section of the Russian visa application form. The header includes the Russian coat of arms and the text: 'Consular department, Ministry of Foreign Affairs of the Russian Federation, Completion of electronic visa application form'. The application ID is 22893426. A sidebar on the left contains buttons for 'Visa details', 'Personal details', 'Passport details', 'Visit details', 'Additional information', 'Last visit details', 'Miscellaneous information', and 'Appointment details'. The main area contains a dropdown menu for 'Destination name' with 'Embassy of Russia in United Kingdom' selected. A note on the right states: 'Indicate which Russian Embassy or Consulate where you intend to apply for your visa. Your application will be sent to the selected authority, for a decision to be made regarding your application.' At the bottom are buttons for 'Previous', 'Save draft', 'Next', and 'Cancel'.

Consular department
Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application form

Application ID: 22893426

Appointment details

Visa details
Personal details
Passport details
Visit details
Additional information
Last visit details
Miscellaneous information
Appointment details

Select the location where you will be applying for your visa

Destination name
Embassy of Russia in United Kingdom

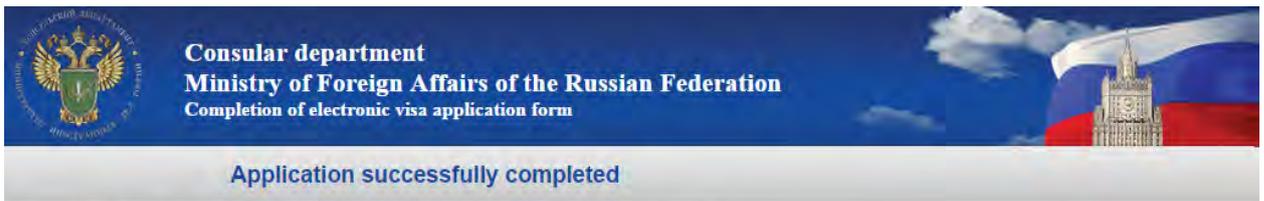
Indicate which Russian Embassy or Consulate where you intend to apply for your visa. Your application will be sent to the selected authority, for a decision to be made regarding your application.

Previous Save draft Next Cancel

2.4.10. At the end you can check the specified data and edit some of it. If all the data is correct, click "Save".

Consular department Ministry of Foreign Affairs of the Russian Federation Completion of electronic visa application form		Application ID: 22893426
Visa details		
Nationality	UNITED KINGDOM	
If you had USSR or Russian nationality at some time please select "yes" and indicate when and why you lost it	no	
Purpose of visit (section) Purpose of visit Visa category and type	TOURISM TOURISM COMMON TOURIST	
Number of entries	SINGLE	
Date of entry into Russia	21/07/2017	
Date of exit from Russia	27/07/2017	
Edit		
Miscellaneous information		
Do you have a permanent residential address?	yes	
Your permanent address	57 BUSHEY GROVE RD., BUSHEY WD23 JW	
Your phone number	+447732062629	
Your fax		
Your email	rachelmitchell@houttapide.com	
Do you work (study) in the present time?	yes	
Name of employer	LEA VALLEY FITTED KITCHENS	
Work position	CHIEF ACCOUNTANT	
Employer address	81 BUSHEY GROVE RD, BUSHEY	
Work telephone	+441923251252	
Work fax		
Work email	rachelmitchell@leavalley.co.uk	
Do you currently have relatives in Russia?	no	
Edit		
Appointment details		
Select the location where you will be applying for your visa		
Destination name	Embassy of Russia in United Kingdom	
Edit		
Save and submit Cancel		

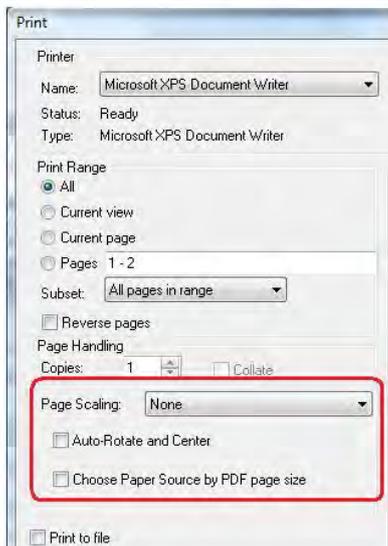
2.4.11. On the next screen you can download the filled in form in PDF format. Just click on the "Print A4", and then, once the file will download to your computer, click "Exit".



Your application has been successfully saved. Now you can print it out using the buttons below. Electronic visa application form will be stored for 30 days from the moment of its last saving.

Application form must be printed on A4 or Letter format paper

- Open the file in Adobe® Reader;
- Click on "File" in menu, then click on "Print";
- Choose following configurations in new opened "Page Handling" window:
- Select "None" in "Page Scaling";
- "Auto-Rotate and Center" must be unselected;
- "Choose Paper Source by PDF page size" must be unselected;



In our example, the form will look like the one on the right screenshot.

On this printout, we see most of the data that was specified during the filling in process.

ON-LINE VISA APPLICATION FORM

20002-22893426 \ 20.06.2017 18:07:04
Embassy of Russia in United Kingdom

1. Nationality (if you formerly had USSR or Russian citizenship, please indicate when and why you lost it).	UNITED KINGDOM
2. Surname (as in passport).	MITCHELL
3. First name, other names, patronimic (as in passport).	RACHEL
4. Date of birth (dd/mm/yyyy).	20/09/1983
5. Sex.	FEMALE
6. Passport.	
	Type of passport: OFFICIAL
	Passport No: 258695974
	Issued by: IPS
	Date of issue: 16/07/2010
	valid until: 16/07/2020
7. Purpose of visit.	TOURISM
8. Category and type of visa.	COMMON TOURIST
9. Number of entries.	SINGLE
10. Date of arrival and departure.	21/07/2017 - 27/07/2017
11. Host organisation you intend to visit.	
	Company name: OSTWEST.COM
	Reference No: 009893
	Confirmation No: 63789
	Address: 191036, SAINT- PETERSBURG, 10, LIGOVSKY PROSPECT (OFFICE 2133)
12. Route of journey (destination points).	SAINT-PETERSBURG, MOSCOW

Photograph and signature.	Service information (automatically generated).
 <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 10px auto;"> Place for photograph </div>	Application form recipient: Embassy of Russia in United kingdom Basis (voucher, dir. No, inv. No): 009893 The estimated date of visit to the RC: Application No (web-site): 22893426 The date of processing: 6/20/2017 Application No (VAC): The date of processing by the VAC: <hr/> Request No in Russian Consulate (RC):
Date (dd/mm/yyyy), personal signature	I hereby agree to the processing and transfer of my personal data in electronic form for the purposes of making a decision on visa issuance. I declare that data provided in the application form are full and correct. I am aware that any false information may be a cause for the denial of visa or for the cancellation of the previously issued visa and may lead to other consequences provided for by the legislation of the Russian Federation. Subject to the receipt of visa, I pledge to leave the territory of the Russian Federation before the visa expiration date. I am aware that valid visa does not automatically allow to enter the territory of the Russian Federation. In case of denial of entry, I will not seek any compensation for potential losses.

[To download an example of a visa application form in PDF](#)

Step 5. To print out the application form, sign it, stick a photo, pay fees

Print out the application form, put the date of completion, do not forget to sign it and stick the original passport size (**3x4 cm**) photo (copies are not accepted). **It must be recent, coloured, in full face and you should not have any sunglasses or headgear on it.**



Click to enlarge

If you are applying for a visa through the Russian Visa Application Centre, you can make a payment by bank transfer (attach payment confirmation to the submitted documents) or in the centre itself in cash or by card. You could find the payment details on the site of a specific visa centre.

If you decided to apply for a visa at a [Consulate of the RF](#), you can pay by card or at a branch of a bank on a receipt issued by the Consulate. **Cash for payments are not accepted.**