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.
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"

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.

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"

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"
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"

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 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"
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"
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"
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"
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".
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".

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.
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.