

# Step by Step Guide

This is our comprehensive step by step guide that explains how to complete the Russian Visa online application form.

The easiest way to use this guide is by switching between this document and your internet browser (eg, Firefox or Internet Explorer) using alt + tab.



# On-line application for Russian visa

Step 1: Visit this page: <http://visa.kdmid.ru/>

# Create New Application

**Step 2:** Start your application by choosing country, language, ticking “I have read this information” and “Complete New Application form”

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.

Country (select the country where you will be applying for your visa)

Choose country

Select the country where the diplomatic representative authority, Consular department of the Russian Federation or Russian visa application centre located, where you intend to apply for the visa

Hints and help language

Choose language

Select language in which you would like the hints, regarding completion of the application form, to be displayed

**Before you start completing the application form please make sure that you have access to/are in possession of the following:**

1. Internet browser, which supports 128-bit encryption with operating JavaScript. Our website currently supports Internet Explorer versions 7.0 and above, and Mozilla Firefox versions 3.6 and above. We do not guarantee correct running and functioning of our website if other internet browsers are used.
2. A program which enables viewing and printing of PDF files. We recommend [Adobe Acrobat Reader](#).
3. Inkjet or laser printer to print the visa application form.
4. Your valid national passport.
5. Relevant documents, required for the visa application process, depending on the duration and purpose of your trip.

*Complete and extensive information (such as a list of required documents, order of document submission, photograph requirements, service prices, visa service duration etc.) can only be obtained from the diplomatic representative authority, Consular department of the Russian Federation or the Russian visa application centre, where you intend to apply and submit documents for the visa.*

**WARNING:** if during the completion process of the form you make a pause of more than 20 minutes, your session will time out and expire. Unless you save your application number or its draft, you will have to start the completion process from the beginning.

**Order of completion of the electronic visa application form:**

I have read this information


Complete new application form

Select this option to complete a new application


# Choose security password

**Step 3:** Please choose a password, enter the text displayed on the image and click “Submit”


Please make a note of your password!  
To simplify the process we suggest the password “ruvisa1” - that way either yourself or ourselves will be able to log in to correct mistakes if needed.



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



Please, write down your electronic visa application form ID Application ID: 4696911

<b>Password</b>	Enter the password
<input type="text"/>	
<b>Confirm password</b>	Enter the password confirmation
<input type="text"/>	
<b>Enter text displayed on the image</b>	Enter the writing from the picture and press "Submit". If the symbols are difficult to make out, refresh the page
 <input type="text"/>	

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# Make a note of application ID

**Step 4:** Please make a note of your application ID and click “Next”  
*You need your ID in case you wish to amend or update your application at a later stage in the application process. To edit a previously completed form, you’ll need to log in and press “get a new draft ID” (please make a note of that new ID number you’ll be issued with)*

*Please note that your on-line session will time-out after the first 10 minutes **if inactive** so you’ll need to save the draft if you wish to take a break from completing your application*



The screenshot shows a blue header with the Russian coat of arms and the text: "Consular department of the Ministry of Foreign Affairs of the Russian Federation Completion of electronic visa application forms". Below this is a grey bar with the text "Your electronic visa application details". The main content area displays "Your application ID: 717605" and "Please, write down your application ID and keep it in a safe and secure place." At the bottom, there are two buttons: "Print application ID" and "Next".

**Step 5:** Select from the drop-down-menu of the “Purpose Section”, the option that applies to your visit.

**Step 6:** Specify the purpose of your trip in the “Purpose” drop-down menu.

**Step 7:** Select the “Visa Category and Type” that applies to you.

**Step 8:** Chose “Single” , “Double” or “Multiple”

**Step 9:** The Dates of Entry and Departure you enter here *must* correspond with the dates of your invitation.

**Step 10:** Click “next”

**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)**  
BUSINESS VISITS \*

**Purpose of visit**  
BUSINESS \*

**Visa category and type**  
COMMON BUSINESS \*

-----

**Number of entries**  
MULTI \*

**Date of entry into Russia**  
01 January 2013 \*

-----

**Date of exit from Russia**  
10 January 2013 \*

-----

**Next**

**Step 11:**

**All details you provide on this page must correspond exactly with the details in your passport.**

**Please note:** “Patronymic Name” is the Russian phrase for middle name.

**Step 12:** Click “next”

**Personal details**

Surname (as in passport) \*

First name, other names, patronymic names (as in passport) \*

Other names used in the past (maiden, religious, etc.)

Last/first/middle name

Delete

Add

Sex \*

Date of birth \*

Your place of birth \*

If you were born in Russia, select "yes" and specify when and which country you have immigrated to \*

Marital status \*

Previous Save draft Next

**Step 13:** Select “Tourist” in “Type of Passport”

**Step 14:** Type in your passport number as it appears in your passport

**Step 15:** Type in the date of issue and its expiry as it appears in your passport.

**Step 16:** Type in the name of the authority that issued your passport. These details are above your signature.

**Step 17:** Click “next”

### Passport details

Type of passport  
tourist \*

---

Passport number  
123456 \*

---

Date of issue  
01 January 2010 \*

---

Date of expiry  
01 January 2020 \*

---

Issued by  
UKPA \*

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[Previous](#) [Save draft](#) [Next](#)



**Step 18:** Please choose “organisation” from the drop-down menu and type the details **from your invitation that we've emailed you**

**Step 19:** “TIN organisation”, “Directive number” - **please leave blank**

**Step 20:** Invitation number: **please leave blank**

**Step 21:** Itinerary: as per your invitation

**Step 22:** Click “Next”

Which institution you are going to visit?

Organization \*

Name of organization

\*

Address

\*

TIN organization

Directive (telex) number

Invitation number

---

Itinerary (places of visit)

City name

\*

**Step 23:** Please choose “Yes” when asked about your medical insurance policy.

UK citizen **are not required** to provide a copy of an insurance policy with their visa application

**Step 24:** Please insert “Company travel Insurance” in “Details”.

**Step 25:** Please choose the relevant answer from a drop-down menu when asked “who will pay for your trip”

**Step 26:** Please choose “yes” from a drop-down menu and enter the details of your accommodation.

**Step 27:** Click “next”

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Do you have medical insurance policy valid in Russia?

yes  \*

**Provide details**

company insurance  \*

---

Who will pay for your trip and stay in Russia

Company  \*

**Name of organization**

\*

**Notes**

---

Do you plan to stay anywhere (hotel, individual) during your stay in Russia?

yes  \*

**Type of place of visit**

\*

**Hotel name**

\*

**Address**

\*

**Telephone**

\*

**Step 28:** On the following pages, you are asked various open questions on your past. You only need to elaborate if you tick “Yes”. Please tick the answer options accordingly.

Have you ever been arrested or convicted for any offence?

no  \*

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?

no  \*

Have you ever been refused a Russian visa?

no  \*

Has your Russian visa ever been canceled?

no  \*

Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information?

no  \*

Have you ever overstayed your Russian visa or stayed unlawfully in Russia?

no  \*

Have you ever been deported from Russia?

no  \*

Has this application been completed personally by you?

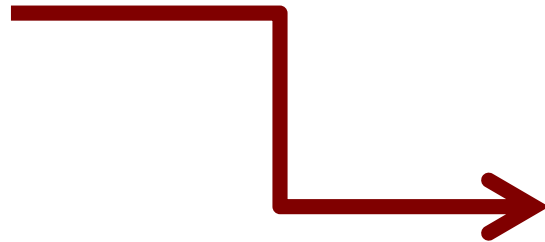
yes  \*

Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance?

no  \*

**Step 29** Please give details of your past studies and employment. Please note that if you didn't study/changed employment, you still need to choose "yes" from a drop-down menu and complete these sections as per example on the right

**Step 30:** Click "next"



Have you ever attended any educational institutions, excluding secondary school?

yes ▾ \*

Name

DID NOT STUDY

Course of study

NOT APPLICABLE

Address and phone

NOT APPLICABLE

Date of admission

January ▾ 2000

Date of graduation

January ▾ 2001

Delete

Have you ever changed your place of employment before entering the current job?

yes ▾ \*

Name

DID NOT WORK

Address

NOT APPLICABLE

Your position

NOT APPLICABLE

Phone number

000000

Your chief's surname

NOT APPLICABLE

Date of joining

January ▾ 2000

Date of dismissal

January ▾ 2001

# Travel history

**Step 31:** Please answer the questions about your previous Russian visas and whether your passport has ever been lost or stolen

**Step 32:** Please list all countries you visited in the past 10 years.

**Please ensure that all countries you visited in the past 10 years that you have stamps or visas from in your passport are added in this section. If you are applying in Edinburgh, you don't need to add countries that you don't have visas for in your passport ie EU countries.**

**Step 33:** Please list the countries that have ever issued you a passport

**Step 34:** Please choose “yes” or “no” from a drop-down menu and click “next”

Have you ever been issued a Russian visa?

\*

Has your passport ever been lost or stolen?

\*

Have you ever visited other countries in the past ten years?

\*

Have you been issued with a passport of the country other than the passport that is indicated in the electronic visa application form?

\*

**Step 35:** Please give your parents' details

**Step 36:** Please choose answers “yes” from drop-down menus and **give details** about your **permanent UK address** and employment, then please choose relevant answer about relatives in Russia and click “next”

Your father's full name \*

Your mother's full name \*

Do you have a permanent residential address? \*

yes ▾

Your permanent address \*

Your phone number

Your fax

Your email

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

yes ▾

Name of employer \*

Work position \*

**Step 37:** Select the Visa Issuing Office you're applying at (**please choose “Visa application Centre Edinburgh” or “Visa application Centre London” if applying via our London office**)

**Step 38:** Click “Save draft ” if you **don't** wish to finalise the application process; if you wish to complete the application please click “Next”. Please note that you can always amend your application later by logging in with your log in details and pressing “get a new draft ID.

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Select the location where you will be applying for your visa

Destination name

Visa Application Center VFS UK (Edinburgh)  \*

**Step 39:** You will see the preview of your completed application from. Please check everything is correct and press “Save” to finish the on-line application

**Step 40:** Click “next”



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.

**Step 41:** Now you can print the application. Please click "Print in A4"

Your completed application form will now be saved as a **pdf document** in the folder "Downloads" on your computer.

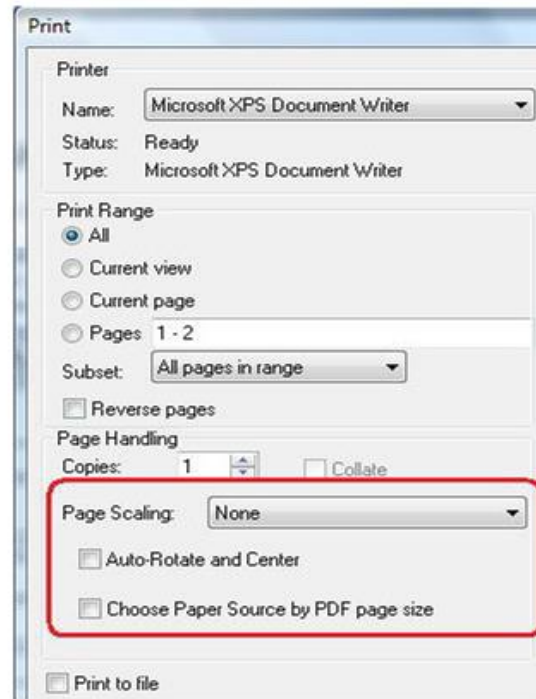
As part of RUVisa's service, we proof-read and double-check your application form. To do so, please send the pdf to [edinburgh@ruvisa.co.uk](mailto:edinburgh@ruvisa.co.uk) or [london@ruvisa.co.uk](mailto:london@ruvisa.co.uk)

If you are having problems with emailing us a pdf file, please just email us your log in details so we can check your form on-line.

***Please remember that you can edit your application at a later date, using the login details and pressing "Get a new ID"***

**Application form must be printed on A4 or Letter format paper in the following order:**

- 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;



Print A4

Print Letter

Add another application

Exit

## **Final Steps**

- 1) Please print the Visa Application pdf document on **two separate pages**.
- 2) Sign and date the Application.
- 3) Attach a UK standard coloured passport picture.
- 4) Please post the documents, and your passport, to the office that will apply on your behalf at the Visa Issuing Office. Also add a return address and a day contact number.

RUVisa Edinburgh  
103 St Leonard's Street or  
Edinburgh, EH8 9QY

RUvisa London Office  
4th Floor, Hamilton House  
Mabledon Place, Bloomsbury  
London, WC1H 9BB

- 5) Once your visa is issued, we will send it back to you by Royal Mail Special Next Day Delivery.

**Thank you for using RUVisa Services**