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.
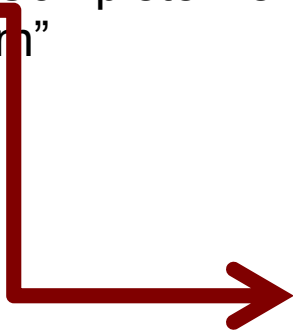
On-line application for Russian visa

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 pressing "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 | ▼ |

Hints and help language

| Choose language | ▼ |

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

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 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**

Password

Enter the password

Confirm password

Enter the password confirmation

Enter text displayed on the image

Enter the writing from the picture and press "Submit". If the symbols are difficult to make out, refresh the page

Submit   Cancel

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*

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

Your electronic visa application details

Your application ID: 717605
Please, write down your application ID and keep it in a safe and secure place.

Print application ID   Next

Choose correct visa type

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
**("Common
tourist".**

Step 8: Chose "Single" or "Double"
depending on if you fly into Russia
once or twice within the dates your
invitation is valid for.

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

Step 10: Click "next"

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)

TOURISM

Purpose of visit

TOURISM

Visa category and type

COMMON TOURIST

Number of entries

SINGLE

Date of entry into Russia

01 December 2012

Date of exit from Russia

06 December 2012

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)

smith

First name, middle names, patronymic names (as in passport)

john

Have you ever had other names (maiden name, pseudonym, holy order etc.)?

yes ▾ *

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

▾ *

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 name of the authority that issued your passport. These details are above your signature.

Step 16: Type in the date of issue and its expiry as it appears in your passport.

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

Previous   Save draft   Next

Information from your tourist voucher

Step 18: Please choose "Tourist company" from a drop-down menu and type "**Unicorn, Moscow**"

Step 19: Reference number**: 012851**

Step 20: Number of confirmation: "0"

Step 21: Select your destination

Step 22: Click "Next"

Insurance and accommodation

Step 23: Please tick "Yes" when asked about your medical insurance policy.

Step 24: Please insert "Personal Health Insurance" in "Provide details".

Step 25: Please choose "independently" from a drop-down menu when asked "who will pay for your trip"

Step 26: Please choose "Hotel" from a drop-down menu and enter the details of your accommodation

Step 27: Click "next"

Do you have medical insurance policy valid in Russia?

yes ▾ *

Provide details

personal travel insurance *

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 ▾ *

Type of place of visit

[ ] ▾ *

Hotel name

[   ] *

Address

[   ] *

Telephone

[   ] *

Delete

Add

Previous   Save draft   Next

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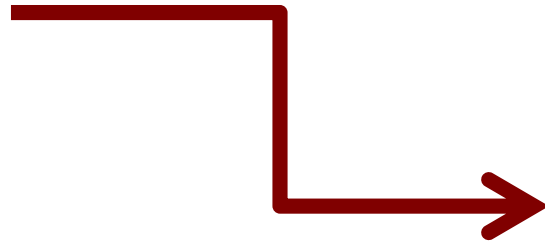
Have you ever attended any educational institutions, excluding secondary school?

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 (please give the exact dates as per your 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.

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

Step 34: 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 give your UK address and choose relevant answers from drop-down menus about your study/employment, or relatives in Russia and click "next". **For students**: please put School's name as a "name of employer" and "student" as a "work position".

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" if applying via our Edinburgh office 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.

Select the location where you will be applying for your visa

Destination name

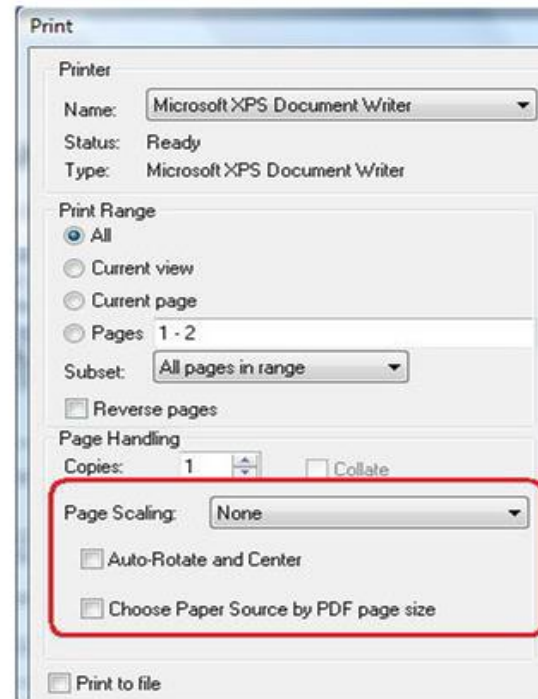Visa Application Center VFS UK (Edinburgh)

Application form preview

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"

Step 41: Now you can print the application. Please click "Print 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 or London@ruvisa.co.uk

If you struggle 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"

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 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;

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, including your passport to the office that will apply on your behalf at the Visa Issuing Office (address below). Please also add a return address and a day contact number.

RUVisa Edinburgh   RUvisa London Office
103 St Leonard's Street or   4th Floor, Hamilton House
Edinburgh, EH8 9QY   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 our RUVisa Services