

Visa Information Pack

From: United Kingdom

To: Russia

Visa Type: United Kingdom Russia Business Single Entry Varied Validity



Thank you for your order

The following documents are required to apply for this specific visa type.

Application Form

One fully completed and signed application form. This form must:

Be completed online at <https://visa.kdmid.ru/> [Handwritten changes are not accepted]

Passport

The applicant's actual passport. The passport must:

Have at least two blank visa pages

Be valid for six months beyond the expiry date of the visa

Entry and Exit Dates

Russian visas are issued with specific start and expiry dates which are based on the visa support supplied. Travel must be completed within those dates. Completed visas cannot be changed or extended once they have been issued

Photos

One passport sized colour photograph. The photograph must:

Be taken against a white background

Be taken within the last six months

Be 35mm x 45mm in size

Business Letter

(NOT NEEDED IF APPLYING WITH A TELEX) A letter of introduction from the applicant's UK employer. A copy is acceptable. This letter must: Be on company letterhead paper Include the name of the applicant Specify the purpose of journey Include the name of the organisation(s) to be visited Specify the requested number of entries and the length of visa required Contain the exact name of the inviting party as stated on the Letter of Invitation Include an acceptance of financial responsibility for the applicant Be signed by the applicant's supervisor or the company's HR department

Letter of Invitation

A letter of invitation/telex of approval from Russia is required. Multiple entry visas require the original letter of invitation. The invitation/telex must be approved by the Ministry of Foreign Affairs or its regional representatives or by an appropriate Russian Federation Migration Service Branch. All applications supplied with a telex of approval must be received at Visas2 before

6pm for next day submission. The invitation must:
Include the name of applicant
State the purpose of journey
Specify dates of entry and departure
Bear an official seal and legal address of the host institution
State the document registration number and date of registration
Bear the signature and name of the official authorised to invite foreigners to Russia
Visas2 can obtain a Russian invitation for you, please download and complete the Russian Invitation Request Form.

Multiple Entry Applicants

One year multiple entry visa holders may enter Russia multiple times, however the total number of days stay cannot exceed 90 days in any 180 day period

Self Employed Applicants

Self-employed or unemployed applicants must provide copies of their last three bank statements showing a minimum credit balance of £100.00 for every day of stay in Russia. Online banking printouts are only acceptable if stamped and certified by the bank

Holders of a Valid Russian Visa

Applicants are only permitted to hold one valid Russian visa at any one time. Applicants holding a valid visa in a current or second passport must present this for cancellation upon submission of a new visa application

Holders of a Telex of Approval

All applications supplied with a telex of approval must be received at Visas2 before 6pm for next day submission.

Important Information

Biometric Procedure

Effective 10th December 2014, the Embassy of Russia requires that all individuals applying for a Russia visa in the United Kingdom and Northern Ireland provide biometric data, specifically fingerprints, as part of the visa application process. To facilitate this, applicants will be required to **appear in person** at the Russia Visa Application Centre in London or Edinburgh. The only exceptions to this new rule are applicants under the age of 12 years and those travelling for official business or holding a diplomatic passport.

It is now even more imperative that the application, supporting documents and payment be in complete conformance to consular requirements so as to avoid the potential rejection and thus avoid subsequent visits, costs and inconvenience. Visas2 will offer a comprehensive range of services such as documents pre-check, allocated courier accompanying the applicant, Telex Invites, visa payment on your behalf and visa collection among others. This will ensure documents are verified prior to the applicant travelling to the Application Centre. **Visas2 is**

conveniently located within 5 minutes of the Russian Visa Centre.

Visa Information:

Visa is varied entry.

Pricing is available on our website at:

<https://www.visas2.com/pricing-structure>

APPLICATION PROCESS

Step 1: Complete the forms and gather all required documents

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

Step 2: Visas2 will process the application

- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

Step 3: Process update and completion

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

Disclaimer:

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.

UNIVERSAL VISA SERVICES

Important Dates

An invitation is required before you can apply for a Russian Business Visa.

Date invitation must be Ready (dd/mm)

*Express/Emergency Fees: I understand that the invitation will be processed to meet this date and will incur express or emergency surcharges where applicable

Russian Invitation Information

Surname:	Forenames:	Middle Names:	
Sex:	Date of Birth (dd/mm/yyyy):	Country of Birth:	
City of Birth:	Nationality:	Country of Residence:	
Passport Number:	Issued on:	Expires on:	
Date of Visit to Russia:	From:	To:	No of Days:
Cities to be visited in Russia (up to 5):			
Proposed Hotel in Russia:			
Phone # of Company in Russia:	Company to be visited in Russia:		
Full address of Company in Russia:			
Purpose of Visit:	BUSINESS	Russian Embassy/ Consulate where the visa will be processed: LONDON	
UK place of work			
Name of the Company:	Position:		
Full address of the Company:			
Postcode:	Phone #:		

Contact Information—Who do we contact in connection with your application?

Contact Name	Phone Number	Email

Universal Visas will hold your invitation awaiting your visa application.

Please choose which type of invitation you want and the processing speed you require

Single Entry (3 months)	Double Entry (3 months)	Multiple Entry (6 months)	Multiple Entry (12 months)
17 working days £110	17 working days £95	22 working days £190	22 working days £205
8 working days £175	8 working days £225	18 working days £205	18 working days £225
*5 working days £200	*5 working days £240	*8 working days £225	*8 working days £270

(* Telex Invitation) - All fees are quoted exclusive of VAT

Please provide a clear COLOUR copy of the applicant's passport identification page.

- This should be sent by e-mail. The copy MUST be in focus, the picture MUST be clearly visible and the same size as the actual passport.
- Please send to info@universalvisas quoting "Russia Business Invitation" and the applicant's name in subject line.
- If you are a NON-UK Citizen who needed a visa to enter the UK, you must also provide a clear copy of your UK Residency Visa.

Payment Method

You do not need to provide your card details if you have provided the details in the order form

Credit Card:	Name on Card	Card Number	Start Date	Expiry Date	Issue No	Security #
Debit Card:						

Card Registered Address: # 2:

Signature

I confirm that I have read and agree to Terms & Conditions as detailed on <http://universalvisas.co/page.php?pid=8>

Name:	Signature:
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