



GO TO RUSSIA Travel
309 Peters St., Unit A
Atlanta, GA 30313
Phone: **1.888.263.0023**, 404.827.0099
Fax: 404.827.0435
info@gotorussia.com
www.GoToRussia.com

KYRGYZSTAN VISA STEP-BY-STEP GUIDE

STEP 1: Prepare and SIGN these documents:

- **A Valid Passport:** You have to MAIL us your current valid and signed passport. Passport should be valid at least SIX (6) months after visa expiration date. Also, you should make sure you have at least TWO (2) completely blank visa pages in your passport.
If your passport is about to expire or needs more visa pages, please contact us and we will help to obtain a new, renew and/or add visa pages to your existing one.
- **One Passport Style Photograph:** Photographs must be 2x2 inches in size, signed on the back.
- **Visa Application** Please COMPLETE and SIGN visa application form *Pages 6*
We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. You can always call **1-888-263-0023** with your questions.
- **GTR Order Form** Please complete Go To Russia Travel Order Form (see table below for processing time and fees). This form gives us your name, exact shipping address for your visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment.
Page 5.

IMPORTANT NOTES:

- Citizens of the countries listed below intending to visit Kyrgyzstan for up to 30 days do not need to present the invitation letters or visa support independent of their travel purposes:

Australia; Austria; Belgium; Canada; Cyprus; Denmark; Finland; France; Germany; Greece; Israel; Ireland; Iceland; Italy; Korea; Liechtenstein; Luxembourg; Malta; Monaco; Netherlands; Norway; New Zealand; Portugal; Spain; Switzerland; Sweden; UK; United States of America
- If you do not hold a passport of one of the above-mentioned countries and need a visa for up to 30 days, please contact our office regarding an invitation (additional fees and processing time apply).
- Proof of permanent residency in the US may be required from non-US citizens applying for Kyrgyz visa in the United States.
- Visa processing starts on the day we receive your complete paperwork. One day should be added for FedEx delivery of your visa to your home.
- Consulates are closed for all U.S. and their National holidays. Please call us for information on specific country's National holidays.
- Registration of your visa may be necessary upon arrival – please consult us before your departure.

STEP 2: Select Return Shipping method:

Please select your preferred return shipping method and add **SHIPPING FEE** to your payment.

IMPORTANT: Below rates are per person.

- **\$5.00** – Include Your Own Prepaid Self-Addressed Envelope
- **\$15.00** -- FedEx Second day
- **\$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- **\$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- **\$35.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)

STEP 3: Enclose a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- Credit Card (Visa, Mastercard, Amex, Discover). Must fill out the credit card authorization form *Page 10*.
- Check or Money Order. Make checks payable to "GO TO RUSSIA TRAVEL, Inc."

ALL PROCESSING TIMES ARE IN BUSINESS DAYS

(Monday through Friday excluding US and National holidays)

Processing Time in Business Days	12 days
Tourist Single Entry 30 days	\$140
Tourist Double Entry 30 days	\$160
Tourist Single Entry 3 months	\$180
Tourist Double Entry 3 months	\$200
Business Single Entry 30 days	\$150
Business Double Entry 30 days	\$170
Business Single Entry 3 months	\$180
Business Single Entry 6 months	\$210
Business Multiple Entry 3 months	\$230
Business Multiple Entry 6 months	\$250
Business Multiple Entry 12 months	\$270



STEP 4: Mail your application:

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, UPS, USPS Express or similar courier.

**Attn: Visa Dept.
Go To Russia Travel
309 Peters Street, Unit A
Atlanta, GA 30313**

Required documents checklist:

Passport
Photograph
Visa Order Form
Visa Application (please do not forget to sign)
Payment

TERMS AND CONDITIONS:

Go To Russia Travel, Inc. acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. **Go To Russia Travel, Inc.** accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee.



GTR TRAVEL AND VISA SERVICES

ORDER FORM

(one per country/visa)

Please answer the following questions to ensure correct processing of your request and enclose this form with your other paperwork:

Your Full Name: _____

Country of destination for which you request visa(s): _____

Purpose of your trip (CHECK ONE)

Tourism/Pleasure	Business	Private/Home Stay	Other (specify)

Number of entries (CHECK ONE)

Single	Double	Multiple

Validity of requested visa (CHECK ONE)

1 month	3 months	6 months	12 months	Other

Dates visa to be valid for (dd/mm/yy): From ___/___/___ To ___/___/___

Important: Date you need to receive your visa by (Date of your departure from your home country) ___/___/___

Processing Time Requested (see options on Page 3): _____

Payment enclosed: check _____ money order _____ credit card authorization _____

For the **amount** of _____

Address for FedEx (Important: please provide physical address, no PO Boxes):

Please, choose visa return shipping (PER APPLICATION):

Include your own Prepaid Self-Addressed Envelope - \$5

Second day Fedex - \$15

Standard Overnight - \$20

Priority Overnight - \$25

Saturday delivery - \$35

Signature Required on delivery YES NO

Contact **phone number(s)**: Home: _____

Work: _____

Fax: _____

Email _____ (not used for marketing purposes)

How did you hear about us?

Other Comments: _____



CONSULATE OF THE KYRGYZ REPUBLIC

Embassy of the Kyrgyz Republic
 2360 Massachusetts Ave., N.W., Washington, DC 20008
 Tel: (202) 449-9822; Fax: (202) 386-7550
 E-mail: consul@kgembassy.org
 Internet: <http://www.kgembassy.org>

affix the
photo here

VISA APPLICATION FORM

(Application form must be typed or written in block letters)

Citizenship:		Passport number:		Expiration date:		Type:													
Last name (in capital letters)			First			Middle name(s)													
Date of Birth:		Place of Birth:		Sex:															
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> day month year										<input type="checkbox"/> Male <input type="checkbox"/> Female									
Name of spouse:		Contact organization or private host in Kyrgyzstan, including address and tel.:																	
Purpose of trip: <input type="checkbox"/> Business <input type="checkbox"/> Pleasure																			
Specific purpose of visit																			
Type of visa requested:																			
Transit		Single entry <input type="checkbox"/>		Tourist <input type="checkbox"/>		Double-entry <input type="checkbox"/>		Multiple entry (1 year) <input type="checkbox"/>											
Intended duration																			
From:				Until:															
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> day month year										<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> day month year									
Occupation, office address:				Permanent address:															
Tel:				Tel:															
Dates of all previous visits to the Kyrgyz Republic:																			
I declare that the data given in this application are correct and comprehensive.																			
Signature				Date															

(For official use only)

Номер:

Дата поступления:

Дата выдачи:

Сроком с:

Сроком до:

Категория:

Дип Служ Обыкн Тур

Вид:

Транз Одн Двукр Многокр

..... дней

..... мес

..... год

Примечание:

№



www.GoToRussia.com

www.UkraineTrip.com

www.AllRussianHotels.com

www.AllMoscowHotels.com

CREDIT CARDHOLDER'S AUTHORIZATION FORM

In lieu of my credit card imprint I (name of card holder shown on credit card)

hereby authorize Go To Russia Travel or its agents to charge my: AMEX VISA MC DISCOVER

_____ Exp. date (mm/yy) _____ in the amount of _____

Traveler 1: _____ Date of birth (mm/dd/yy) _____

Traveler 2: _____ Date of birth (mm/dd/yy) _____

Traveler 3: _____ Date of birth (mm/dd/yy) _____

Traveler 4: _____ Date of birth (mm/dd/yy) _____

Traveler 5: _____ Date of birth (mm/dd/yy) _____

For the following TRAVEL services (PLEASE SPECIFY): _____

—

My billing address: _____

My mailing address (if differs from billing): _____

Phone: (_____ FAX: _____ E-Mail: _____

Your GTR account manager: (if anyone in particular) _____

By signing below, I acknowledge charges described herein. Payment in full to be made when billed or in extended payments in accordance with standard policy of card issuer.

Change and/or Cancellation Policy: In case of **HOTEL, VIP, TRANSFERS or other travel services** cancellation, \$15 is kept as a non-refundable cancellation fee. Cancellations for **HOTELS** must be made no later than 3 business days before date of check in, in order to avoid a penalty of the cost of one night's stay. **VISA & VISA SUPPORT** fees are non-refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. Please contact us for details. **TICKETS** are refundable with a \$300 penalty (unless fare rules state otherwise). Return date can usually be changed with a \$150 penalty paid to the airline provided seats are available.

_____ Date: _____

(Signature of cardholder)