



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

RUSSIAN 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 for at least SIX (6) months after your Russian visa expiration date. Also, you should make sure there are 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 you obtain a new one or renew passport and/or add visa pages to your existing one.
- **TWO Passport Style Photographs:** Photographs must be 2 x 2 inches, front of the face, plain background.
- **TWO copies of Typed Visa Application** Please COMPLETE and SIGN Your Russian visa application form (on Pages 6-7 for US-citizens, and on Page 8 for non-US citizens). We ask you to provide as detailed answers as possible, however, if you are not sure what to write for some questions or the other please leave these fields blank. We will complete the information ourselves to avoid problems with your visa processing. You can always call **1-888-263-0023** with your questions. Application is enclosed.

***** PLEASE NOTE: As of October 1, 2010, no handwritten applications will be accepted. For your convenience and

proper visa processing Consulate accepts only computer typed visa application form (found here) or our Online application.

- **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 your preferred method. You do not have to fill in a new order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.
- **Visa Sponsorship/Invitation Letter/Tourist Voucher from Russia:** You do not need to worry about it. Our complete visa service package includes Letter of Invitation (a.k.a. Confirmation, Voucher) for both business and tourist visas. If you have your own invitation letter, please call us.

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.

- o **\$ 0.00** - Pick up in San Francisco office
- o **\$ 5.00** - Include Your Own Prepaid Self-Addressed Envelope
- o **\$22.00** - Pick up in Atlanta office
- o **\$22.00** - FedEx Second day
- o **\$27.00** - FedEx Standard Overnight (3.00PM delivery on next business day)
- o **\$32.00** - FedEx Priority Overnight (10.30AM delivery on next business day)
- o **\$43.00** - FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- o **\$58.00** - Puerto-Rico, Hawaii, Alaska
- o **\$64.00** - Western\Central Europe
- o **\$43.00** - Canada, Mexico
- o **\$90.00** - Eastern Europe\Asia\South America

STEP 3: Enclose a Payment.

Please add up shipping and (take away OUR) our visa fees (see table below) and provide us with payment. We accept the following payment types:

- Credit Card (Visa, MasterCard, AmEx, Discover). Please note, the credit card authorization form on Page 9 must be filled out for all credit card transactions.
- Check/Money Order. Make checks payable to "GO TO RUSSIA TRAVEL, Inc."

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(Monday Through Friday excluding US and National holidays)

Our fees already include official mandatory *invitation* from the Ministry of Foreign Affairs or Interior or a necessary *tourist voucher or invitation, consular fee, one overnight FedEx delivery to the Consulate or Consulate courier service* and *our service fee*.

TOURIST VISAS valid for up to 30 days [details+](#)

Processing in Business Days**	11 days	6 days	4 days	3 days	2 days
Single Entry	\$274	\$414	\$504	\$714	\$764
Double Entry	\$274	\$414	\$504	\$714	\$764

BUSINESS VISAS valid for 30 or 90 days [details+](#)

Processing in Business Days**	20 days	15 days	11 days	8 days*	5 days*	4 days*
Single Entry (30 day)	\$354	\$404	\$444	\$584	\$849	\$954
Double Entry (30 day)	\$374	\$424	\$464	\$614	\$884	\$984
Single Entry (90 day)	\$384	\$434	\$479	\$654	\$939	\$1009
Double Entry (90 day)	\$404	\$454	\$504	\$659	\$964	\$1034

MULTIPLE ENTRY VISAS valid for 6 and 12 months [details+](#)

(maximum stay up to 90 days out of 180 days)

Processing in Business Days**	26 days	20 days	18 days*	13 days*	10 days*	6 days*
Multi-Entry Visa (6 months)	\$399	\$494	\$834	\$1119	\$1419	
Multi-Entry Visa (12 months)	\$414	\$534	\$884	\$1169	\$1469	\$1669

MULTIPLE ENTRY 3 YEAR VISAS (for US citizens only) valid for up to 36 months [details+](#)
 (maximum stay up to 6 months starting from the date of each entry)

Processing in Business Days**	13 days	10 days	7 days**
Tourist Visa*	\$324	\$524	\$734
Business Visa*	\$324	\$524	\$734
Humanitarian Visa*	\$324	\$524	\$734
Private Stay Visa*	\$324	\$524	\$734

TRANSIT VISAS

Processing in Business Days**	11 days	6 days	4 days	3 days
Single Entry - valid for 10 days with a stay of up to 72 hours	\$254	\$394	\$484	\$694
Double Entry - valid for 3 month with two stays of up to 72 hours each	\$254	\$394	\$484	\$694

**Please, note that the processing time is calculated from the next business day following the receipt of your documents.

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 SW, Unit A, Atlanta, GA 30313**

Required documents checklist:

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

STEP 5: Visa Registration Upon Your Arrival To Russia.

According to the Russian immigration law, you must notify the Federal Migration Service (MFS) about your arrival to the Russian Federation. As of March 25, 2011, the foreign nationals can stay in Russia without registering their visa for up to seven business days.

Go To Russia Travel, Inc. provides assistance with visa registration for travelers to Moscow and Saint Petersburg. The cost of the service is \$60/2000 rubles.

Moscow:

Option A. To apply for a visa registration in Moscow by e-mail you need to send the COPY OF YOUR PASSPORT, RUSSIAN VISA AND MIGRATION CARD after arrival to registration@gotorussia.com. Registration by e-mail should be prepaid in advance. **Option B.** For your convenience we can make registration at our local office: Go To Russia Travel, Inc. (OOO "ATLANTA") Pyatnitskaya Street, bldg. 3/4 (2nd floor), Moscow, 115035, Russia Tel/Fax: +7-495-225-5012 M-F 10:00AM-6:00PM.

Registration may take up to 72 hours. Once your registration letter is ready, it can be either delivered directly to you by our courier (\$15 within the city limits), or available for pick up at our Moscow office at Pyatnitskaya Street, bldg. 3/4 (2nd floor). If you prepay your registration and submit all the documents required for registration by eR mail, you can get your registration letter by eR mail. Please, let us know what would be more preferable for you.

St. Petersburg:

If St. Petersburg is the first city on your itinerary, you are not staying at a Hotel and plan to be there for at least 7 days, you can complete the required Procedures through 'Status Travel' located at: St. Petersburg, Konushennya Ploshad,2, Office 520, entrance from Griboedova Kanal Street (Kanal Griboedova Metro stop). Please, call +79219558887 beforehand for appointments.

Registration may take up to 72 hours; please call our local office for information if you are traveling with a business visa valid for more than 1 month.

When traveling on a tourist visa to a city other than Moscow or St. Petersburg and not staying at a hotel for more than 3 business days, you must ask the owner of the apartment you are staying at to go to the local office of the Federal Migration Service to register your visa. If you travel for business, the organization you are doing business with can arrange for your registration through the local office of the Federal Migration Service.

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 2): _____

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):

- Pick up at San Francisco office - \$0 Pick up in Atlanta office - \$22
- Include your own Prepaid Self-Addressed Envelope - \$5
- Second day Fedex - \$22 Canada, Mexico - \$43
- Standard Overnight - \$27 Puerto-Rico, Hawaii, Alaska - \$58
- Priority Overnight - \$32 Western\Central Europe - \$64
- Saturday delivery - \$43 Eastern Europe\Asia\South America - \$90
- 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: _____



VISA APPLICATION

IMPORTANT! Please type or print using ballpoint

I declare that data supplied by me is correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Russian law. I undertake to leave the territory of the Russian Federation upon the expiry of the visa, if granted. I understand that possession of a visa does not entitle its bearer to enter Russia. I will not seek compensation if I am refused to enter Russia.

**** - not to be filled by holders of diplomatic and official passports**

1. Nationality (If you formerly had USSR or Russian citizenship, please indicate when and why you lost it) _____ _____		6. Purpose of visit _____ 7. Category and type of visa _____	
2. Last name (as in passport) _____		8. Number of entries Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/>	
3. First and middle names (as in passport) _____		9. Date of entry in Russia _____ (dd/mm/yy)	10. Date of departure from Russia _____ (dd/mm/yy)
4. Date of birth (dd/mm/yy) _____	5. Sex M <input type="checkbox"/> F <input type="checkbox"/>		
11. Passport No _____ Issued by _____		Date of issue (dd/mm/yy) _____ Valid until (dd/mm/yy) _____	
12. Type of passport diplomatic <input type="checkbox"/> official <input type="checkbox"/> tourist <input type="checkbox"/> other <input type="checkbox"/> please specify _____			
13. Russian institution or organization to be visited? (for tourists – name and reference number of the host tourist company, for businessmen – name of the host organization and town, for private persons – last name, first name, middle names and home address of the host) _____ _____			
14. Itinerary (places of visit) _____ _____			
**15. Do you have a medical insurance valid in Russia? yes <input type="checkbox"/> Please specify? _____ no <input type="checkbox"/>			
16. Who will pay for your trip to and stay in Russia? _____			
17. Marital status married <input type="checkbox"/> single (never married) <input type="checkbox"/> divorced <input type="checkbox"/> separated <input type="checkbox"/> widowed <input type="checkbox"/>			
18. Spouse's full name (if divorced or separated, please indicate maiden name if applicable) _____			19. Spouse's date of birth (dd/mm/yy) _____
20. Spouse's place of birth _____			
**21. Your father's full name _____		**22. Your mother's full name _____	
23. Have you ever been issued a Russian visa? (When and where?) _____ _____			
**24. Has your passport ever been lost or stolen? yes <input type="checkbox"/> no <input type="checkbox"/>			
**25. List all countries you have visited in the last ten years and indicate the year of visit _____ _____		**26. List all countries which have ever issued you a passport _____ _____	
**27. List your last two places of work, excluding the current one			
1. Name _____ Address _____ Your position _____		Phone number _____ Your chief's surname _____ Dates of joining – dismissal _____ (mm/yy) _____ (mm/yy)	
2. Name _____ Address _____ Your position _____		Phone number _____ Your chief's surname _____ Dates of joining – dismissal _____ (mm/yy) _____ (mm/yy)	

**** - not to be filled by holders of diplomatic and official passports**

****28. List all educational institutions you ever attended, except high schools**

1. Name	Address and phone number
Course of study	Dates of admission and graduation (mm/yy) (mm/yy)
2. Name	Address and phone number
Course of study	Dates of admission and graduation (mm/yy) (mm/yy)

****29. List all professional, civil and charity organizations which you are / were a member of or cooperate / cooperated with**

****30. Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance? If yes, please specify**

****31. Have you ever performed a military service? If yes, indicate the country, branch of service, rank, military occupation and dates of service**

****32. Have you ever been involved in an armed conflicts, either as a member of the military service or a victim? If yes, please specify**

33. IMPORTANT! EACH APPLICANT MUST READ AND GIVE ANSWERS TO THE FOLLOWING QUESTIONS

A visa may be refused to persons who are within specific categories defined by the law as inadmissible to Russia.

Have you ever been arrested or convicted for any offence? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>
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? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever been refused a Russian visa? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>
Has your Russian visa ever been canceled? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>
Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever overstayed your Russian visa or stayed unlawfully in Russia? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever been deported from Russia? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>

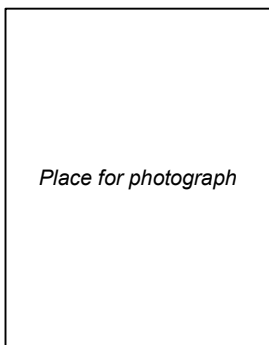
Your answer yes in item 33 does not automatically signify ineligibility for a visa. In this case you may be required to personally appear before a consular officer.

34. Name, address and phone number of a person or hotel in Russia that you plan to stay with

35. Has this application been completed personally by you? If no, indicate the person completing this application in item 36 yes no

36. Application completed: Surname, first name _____

Relationship to applicant _____	Applicant's address _____
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I agree to my personal data on this application form being processed and communicated to the appropriate Russian authorities for the issue of a visa.

Date (dd/mm/yy), applicant's signature _____

37. Other names ever used (maiden name, pen-name, holy orders, et..) _____

38. Your permanent address, phone and fax number, E-mail _____

39. Place of birth (If born in Russia, please indicate when and what country you emigrated to) _____

40. Place of work or study, present position (name, address, phone and fax numbers, E-mail) _____

41. Are any of your relatives staying in Russia now? (full name, relation degree, date of birth, permanent address) _____



VISA APPLICATION

IMPORTANT! Please print or write in block letters using ball-point pen

I declare that all data given in this form is complete and true. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Russian law. I undertake to leave the territory of Russia upon the expiry of the visa if granted. I understand that possession of a visa does not entitle its bearer to enter Russia. I will not seek compensation if I am refused to enter Russia.

1. Nationality (If you had USSR or Russian nationality at some time please indicate when you lost it) _____ _____ _____		7. Purpose of visit _____ _____	
2. Surname (as in passport) _____ _____		8. Category and type of visa _____ _____	
3. First name, other names, patronymic names (as in passport) _____ _____ _____		9. Number of entries Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/>	
4. Date of birth (dd/mm/yy) _____ 5. Sex M <input type="checkbox"/> F <input type="checkbox"/>		10. Date of entry into Russia _____ (dd/mm/yy)	11. Date of exit from Russia _____ (dd/mm/yy)
6. Passport No _____ Date of issue (dd/mm/yy) _____ Expires on (dd/mm/yy) _____	12. How many times have you been to Russia? _____ Date of last trip to Russia (dd/mm/yy) from _____ till _____		
13. Name of host organisation you intend to visit? (for tourists – name and reference number of host travel company, for business visas – name of host organisation and destination city, for private visas - full name and address of host) _____ _____ _____			
14. Route of journey (points of destination) _____ _____ _____			
15. Do you have health insurance that is valid in Russia? yes <input type="checkbox"/> Provide details? _____ no <input type="checkbox"/>			
16. Children under 16 years and other relatives written in your passport and travelling with you: no <input type="checkbox"/> yes <input type="checkbox"/> Surname, first name, date of birth (dd/mm/yy), your home address _____ _____ _____			
<div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto; text-align: center; padding: 10px;"> Place for photograph </div> <p>I hereby agree that my personal data will be processed and communicated electronically for approval of my visa application.</p> <p>Date (dd/mm/yy), signature</p>		17. Other names used in the past (maiden, religious, etc.) _____ _____	
		18. Your permanent address, telephone, fax, email _____ _____ _____	
		19. Your place of birth (if you were born in Russia, specify when and which country you have immigrated to) _____ _____	
		20. Present occupation, position (name of employer, address, tel, fax, email) _____ _____ _____	
		21. Do you currently have relatives in Russia? (Please indicate their full names, relation degree, dates of birth, address) _____ _____ _____ _____	



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)