

## **CHEAPRUSSIA.NET: FILLING RUSSIAN VISA APPLICATION ONLINE**

### **Step One:**

#### **REGISTRATION**

Your first step will result in your receipt of an application ID number. You MUST print or save this screen. You will be asked to pick a security question and provide an answer. Write the question that you chose and the answer on this paper.

### **Step Two:**

#### **FILLING IN THE APPLICATION**

**Select Nationality:** Select your nationality from the drop down menu.

**Purpose of Visit:** From the three drop menus select your reason for going to Russia. i.e Tourism

**Number of Entries:** Select number of entries based on your Visa Support/Invitation and number

of entries required to complete your trip – most often that is Single.

**Date of Entry:** Provide the exact date of entry into Russia.

**Date of Departure:** Provide the exact date of departure from Russia.

\*Date of your actual Entry/Departure MUST match the dates on your Visa Support/Invitation/Voucher from Hotel\*. – you input the reference data contained in a tourist voucher received from us or another company  
Select NEXT to Continue.

**Surname/Last Name:** As it appears in your passport, (please include any suffix, i.e Jr, Sr etc)

**First Name, middle name, patronymic:** As it appears in your passport.

Note: “Patronymic” refers to any middle names that are in your Passport (if any).

**Other Names:** List all other names you have used in the past, enter one name per field. Use the “ADD” button if necessary.name per field.

**Sex:** Enter your gender.

**Date of Birth:** Enter your date of birth DD/MM/YYYY.

**Place of Birth:** Enter your place of birth, as shown in your passport. If you were born in Russia answer “YES” and enter the name of the country which you immigrated to and the date you immigrated.

**Marital Status:** If you have/had been married provide spouse’s information  
Select NEXT to continue

**Type of Passport:** Select TOURIST as your type of passport unless you have a diplomatic or official passport.

**Passport Number:** Enter your passport number exactly as it appears in your passport.

**Date of issue and expiration:** Enter exactly as shown in your passport. Passport must be valid at least 6 months beyond your stay in Russia.

**Passport Issued by:** Authority that issued your passport.

Select NEXT to continue.

**Which institution are you going to visit :** Travel Company or hotel name and address that gave you your Confirmation/Voucher to visit Russia (indicated on your voucher).

**Tourist Company Reference Number:** Is the number of the Tourist Organization/Hotel that gave you your confirmation for visit to Russia. Normally Six Digits

**Number of Confirmation:** Please enter the numbers located on top of the invitation normally 4-5 numbers.

**Itinerary:** List all the cities/regions to be visited in Russia according to your Visa Support/Invitation/Hotel(s). Use the "ADD" button to enter more cities.

**Medical Insurance:** Please check "yes" or "no". Specify the name of your insurance provider if checked 'yes'.

!!! Proof of insurance coverage is required for EU citizens only, except for nationals of the UK, Ireland, Denmark, Iceland and Norway.

**Who Will Pay for Trip and Stay:** Select Independently if you paying for yourself, minors select Other

Individual if your parents are paying and fill in their information.

**Name, full address and phone number of the hotel(s) in Russia that you plan to stay in:**

For Tourist visits you must provide the name of the hotel(s) you will be staying in, if you are providing the Tourist Invitation Letter on your own the information will be listed under accommodation on your voucher.

Use the "ADD" button to enter more places of stay.

Select NEXT to continue

**Have you ever been arrested or convicted:** Preferable answer is NO; if you answer "YES" please provide a Police Report.

**Answer "YES" or "NO" to all other questions on this page:** Note: you must list your specialized skills or experience related to fire arms IF your current job requires fire arms training or you answered "YES" to the questions: Have you ever performed military service? And have you ever been involved in armed conflicts?

We recommend to be true but reasonable in your answers, do not get into details.

Select NEXT to continue

**List all educational institutions you have attended:** You can list two institutions (University or College)

including their names, addresses and date of admission and graduation. To add a second institution use the "ADD" button.

**List your last two places of work, excluding the current one:** If you have changed your job you must list a

maximum of two previous places of work. Use "ADD" button to enter a second place of employment.

Select NEXT to continue

**Have you ever been issued a Russian visa before:** If you answer "YES" list the approximate Month, Year and place of Issue.

**Has your passport ever been lost or stolen:** Select "YES" or "NO"

**Countries you have visited in the last 10 years:** If you answer YES, list countries you have visited to the best of

your memory. List all countries in your current passport which have an entry/exit stamp.  
**List all countries which have ever issued you a passport:** Select yes if you have been issued a passport from a country other than the one you are using for this application.

Select NEXT to continue

**Parents Information:** List the names and dates of birth of your parents. You can use either your mother's maiden or married name.

**Home Address:** Provide full street address, City, State and Zip Code, phone and fax number and email address.

**Present occupation, name and address of employer:** Provide your employment information with the full address and phone number of your company and your title.

If Retired list "Retired" plus FULL home address Street, City, State, Zip code, phone number and Email Address. If Homemaker list "Homemaker" plus FULL home address Street, City, State, Zip code, phone number and Email

Address. If Student list "Student" plus FULL name and address of the school you currently attend.

**Do you currently have relatives in Russia:** Unless you have Russian relatives. Answer "NO"

Select NEXT to continue

**Select the location where you will be applying for your visa:**

Choose the nearest one from the drop down menu.

Select NEXT to continue

**The next screen is a summary of all the information you have added, check all the details for accuracy, use the "edit" button to make any corrections, once you have made any corrections (if necessary) Save your application by pressing the "SAVE" button at the bottom of the screen.**

The next screen will give you printing options A4 or Print Letter as well as being able to add a new application if you have a travel companion. **Please select Print Letter.**

### **Step Three:**

- The application shall be printed on A4 list (if it takes 2 pages, it shall be printed out on 2 sides of 1 sheet). The sizes of the zone containing fields №№ 18-22 and the zone for photo (taking into account the distance from the right and low side of the sheet, its width shall not exceed 130mm, and height – 98 mm). To ensure these requirements in PDF (Adobe) file PRINT menu you should choose the "Actual size" of the page (no zoom/'fit to page'); in PRINT menu you should also remove ticks from the fields in other options (auto-rotate and center, choose paper by PDF page size).

- **SIGN and DATE** your application in the designated area, below the signature line. DO NOT correct by handwriting the answer. **NO handwriting on the application** is allowed except your Signature and date, if you need to make a correction/edit use the log in information and print the corrected version.

- The photo shall fit within the prescribed zone (35 mm width and 45mm height) and shall not he cross its borders.