

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

BUSINESS VISA APPLICATION FEES FOR RUSSIA

*** Visa fees and times are subject to change by the embassy without notice ***

VISA FEES for Canadian citizens

(Russian fees as of Nov 2018)

Single Entry Russian Visa (available to all Canadian tourists)

- Regular visa \$176
- Urgent visa \$302

Double Entry Russian Visa (requires travel to USSR/CIS state; China; or Mongolia ONLY)

- Regular visa \$251
- Urgent visa \$453

Multiple Entry Russian Visa (requires Russian invitation, or a telex, and AIDS test)

- Regular visa \$428
- Urgent visa \$806

SERVICE FEES for Ottawa & NCR (613 & 819), BC, NS, NB, PEI, NFLD, NU, YT, NWT. SERVICE FEES for ONTARIO (not 613/819), MANITOBA, SASK. and ALBERTA.

- **REGULAR SERVICE FEE** (20 business days) \$75.
- **URGENT SERVICE FEE** (4-7 business days) \$150.

SERVICE FEES for QUEBEC (not 819).

- **REGULAR SERVICE FEE** (20 business days) \$140.
- **URGENT SERVICE FEE** (6-8 business days) \$215.

MEDICAL INSURANCE

No medical insurance is officially required for Canadian citizens.

Citizens of Austria, Belgium, Bulgaria, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland should submit national medical insurance certificate valid for Russia or guarantee of medical coverage from a Russian hosting organization for all period of stay. Medical insurance certificate should contain Russian contact number for emergency or assistance.

FORMER SOVIET or RUSSIAN NATIONALS

All former citizens of USSR, or citizens that immigrated from Soviet Union or Russian Federation before 06 February 1992 must submit one of the documents confirming that they are no longer citizens of the Russian Federation ("visa to Israel" or "permanent residence abroad" stamp, official document certifying that their Russian citizenship was renounced or photocopy of USSR passport); otherwise, applications cannot be accepted and processed. In accordance with Russian laws, citizens of the Russian Federation regardless of any other citizenship must travel on valid Russian documents only.

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SPECIFIC BUSINESS VISA REQUIREMENTS FOR RUSSIA

The form must be filled out on-line using the computer. Go to the following Russian government website in order to fill in the electronic Russian visa application form on your computer. Type this web address in the address bar, *not* in a search engine.

<https://visa.kdmid.ru>

- **NO** ink amendments are allowed. **NO** white out is allowed. Sign in **BLACK INK** only. Do not touch the edge of the signature box.

- You must provide a **second photocopy** of the Russian form itself (not the supporting documents).

BUSINESS VISA

You must put these items in the application package:

- ✓ - original passport, valid for at least 6 months after return to Canada,
- ✓ - one clear uncut photocopy of information page of passport,
- ✓ - two (2) copies of the Russian government on-line application form, (both signed in BLACK ink), single-sided only.
- ✓ - one recent passport-style photograph, *MUST BE 45 mm x 35 mm* size. Do not cut. Do not glue.
- ✓ - a signed letter from your company, stating who is travelling, where, when and for what purpose.

- ✓ - **INVITATION / VISA SUPPORT**: an Invitation from your Russian host must be issued by the Russian government in Moscow and be submitted in original (a copy if for a single-entry visa). If you do not have an official government-issued invitation you must have Visa Support which is provided by Consular Department of the Ministry of Foreign Affairs of Russia or by Ministry's local offices only. (VSC can provide this document)

- ✓ - HIV/AIDS test results must be provided by applicants seeking a multi-entry visa.
- ✓ - copy of health coverage valid in Russia for all European applicants.

- ✓ - ALL applicants must provide a letter of intent explaining in detail the reason for the journey and detailing what your company does in Canada and in Russia.

- ✓ - ALL applicants must provide their Russian on-line application form security password.

REVIEW YOUR FORMS BY EMAIL

Most Russian applications are incorrectly filled out due to the complexity of the Russian visa application system. *PLEASE* email the PDF of your Russian application form to us for review *PRIOR* to shipping the package to Ottawa. The first review is free. After we have provided the corrections all further reviews and editing will be charged at the rate of \$50.

Email to *info @ visaservicescanada .ca*

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RUSSIAN ELECTRONIC VISA APPLICATION FORM

Canadians, and legal residents of Canada, applying for a Russian visa have a two-part application process. The first part is electronic, and the second part is on paper.

Russian regulations requires all initial visa applications to be made electronically over the internet directly to the Russian government.

Go to the following Russian government website in order to fill in the electronic Russian visa application form on your computer. Type or copy this web address into the address bar, *not* in a search engine.

<https://visa.kdmid.ru>

This web-site contains the official secure Russian Visa application form as administered by the consular department of the Ministry of Foreign Affairs of the Russian Federation. You must have Adobe Acrobat Reader installed on your computer in order to process this form.

This form must be completed in it's entirety.

Once finished and submitted and saved, it must be emailed to our office for quality control checking.

Please see our online manual for full instructions.

Click here for the Russian visa form manual.

http://visaservicescanada.ca/docs/Russia_manual_2018.pdf

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

SPECIFIC WORK VISA REQUIREMENTS FOR RUSSIA

The form must be filled out on-line using the computer. Go to the following Russian government website in order to fill in the electronic Russian visa application form on your computer. Type this web address in the address bar, *not* in a search engine.

<https://visa.kdmid.ru>

- **NO** ink amendments are allowed. **NO** white out is allowed. Sign in **BLACK INK** only. Do not touch the edge of the signature box.

- You must provide a **second photocopy** of the Russian form itself (not the supporting documents).

WORK VISA

You must put these items in the application package:

- ✓ - original passport, valid for at least 6 months after return to Canada,
- ✓ - one clear uncut photocopy of information page of passport,
- ✓ - two (2) copies of the Russian government on-line application form, (both signed in BLACK ink), single-sided only.
- ✓ - one recent passport-style photograph, *MUST BE 45 mm x 35 mm* size. Do not cut. Do not glue.
- ✓ - a signed letter from your company, stating who is travelling, where, when and for what purpose.

- ✓ - **INVITATION / VISA SUPPORT**: an Invitation from your Russian employer must be issued by the Russian government in Moscow and be submitted in original. If you do not have an invitation you must have Visa Support which is provided by Consular Department of the Ministry of Foreign Affairs of Russia or by Ministry's local offices only.

- ✓ - ALL applicants must provide a letter of intent explaining in detail the reason for the journey and detailing what your company does in Canada and in Russia.

- ✓ - HIV/AIDS test results must be provided by applicants seeking a multi-entry visa.
- ✓ - copy of health coverage valid in Russia for all European applicants.

- ✓ - ALL applicants must provide their Russian on-line application form security password.

REVIEW YOUR FORMS BY EMAIL

Most Russian applications are incorrectly filled out due to the complexity of the Russian visa application system. *PLEASE* email the PDF of your Russian application form to us for review *PRIOR* to shipping the package to Ottawa. The first review is free. After we have provided the corrections all further reviews and editing will be charged at the rate of \$50.

Email to *info @ visaservicescanada .ca*

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

BUSINESS VISA SUPPORT (TELEX) FEES FOR RUSSIA

*** Visa Support fees and times in Russia are subject to change without notice ***

Visa Services Canada is pleased to offer a visa support service where we will get business support telexes on your behalf which can be used to support a visa application. Telexes we acquire from Moscow are sent directly to the consular offices in Canada by the Russian government.

BUSINESS VISA SUPPORT DOCUMENTS - by TELEX

| | | | |
|--|---------------------|---------|--------------------------|
| Single Entry 30-90 day Business Visa | Processing: 7 days | US\$200 | <input type="checkbox"/> |
| Double Entry 30-90 day Business Visa | Processing: 7 days | US\$200 | <input type="checkbox"/> |
| Multiple Entry Business Visa (6 months) | Processing: 14 days | US\$300 | <input type="checkbox"/> |
| Multiple Entry Business Visa (1 year) | Processing: 14 days | US\$300 | <input type="checkbox"/> |
| SERVICE CHARGE (per invitation/telex) | | \$50. | |

(**NOTE:** This charge is only made if you are only buying the support, and not the visa, from VSC. If you are also buying the visa, then no service charge is made for the visa support.)

REVIEW YOUR FORMS BY EMAIL

Most Russian applications are incorrectly filled out due to the complexity of the Russian visa application system. *PLEASE* email the PDF of your Russian application form to us for review *PRIOR* to shipping the package to Ottawa. The first review is free. After we have provided the corrections all further reviews and editing will be charged at the rate of \$50.

Email to *info @ visaservicescanada .ca*

Once you have typed and printed out and signed all the forms, ship everything, including your passport and photos, by trackable courier (Puro or FedEx) or Canada Post trackable courier, to:

**Visa Services Canada, Inc.
275 Slater Street, Suite 900
Ottawa ON K1P 5H9
ph. (613) 231-7054**

VISA SERVICES CANADA®

Freedom to Travel, Personalized®



Visa Services Canada, Inc.
275 Slater Street, Suite #900
Ottawa, ON, K1P 5H9, CANADA
Phone: 613-231-7054
Toll-free: 866-378-1229

www.VisaServicesCanada.ca
info@visaservicescanada.ca

ALL APPLICANTS: full legal names

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

SHIPPING ADDRESS - all details mandatory

| | | | | |
|----------------|--|-------------------------|-------------|--|
| Street Address | | | Apartment # | |
| City | | | Province | |
| Postal Code | | Country (if not Canada) | | |
| Phone | | Office Phone | | |
| Cell Phone | | | | |
| Email | | | | |

| Visa Countries (in order of arrival) | Visa type tourist / business / etc | Entries 1 / 2 / multi | Service level regular / fast | Date of entry & exit (dd / mm / yy) |
|---|---------------------------------------|--------------------------|---------------------------------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SHIPPING OPTIONS

- Personal pick-up in Ottawa
- Canadian shipping \$30
- Cdn10:30am shipping \$40
- Foreign shipping (cost+)

Do not write in this area

Payment: call to make payment by money order / bank draft / e-transfer

| | | | | |
|--------------|--------------------|--|--|--|
| Visa | Cardholder | | | |
| Mastercard | Card # | | | |
| M.O. / draft | Expiry date | | | |
| E-Transfer | | | | |

Original ink signature & date (authorizing credit card charge and terms of service). Credit card must be in the name of an applicant.

| |
|---|
| X |
|---|

SIGN HERE

Terms: By using *Visa Services Canada* you are authorizing the company to handle your personal information and your passport, and to hand over such passports and information to a foreign diplomatic mission in Canada or abroad for the purpose of acquiring a visa. By using the services of VSC you are accepting in whole the following terms, conditions, and limitations: VSC cannot and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. VSC is not responsible for the safety or security of your passport once the passport has entered the diplomatic grounds or passed into the control of a shipper. VSC is not liable for any stolen or lost passport, and has no liability for late shipping delivery of passports and visas. Cash, bank drafts, credit cards and money orders are subject to a 1 % bank charge. I understand this liability statement.

| | | | | |
|--------------------------|----------|--|-------------------------|--|
| Internal Use Only | SHIPPING | | Date sent by VSC | |
| Tracking # | | | Date received by client | |



Visa Services Canada

BUSINESS TELEX APPLICATION FORM

900 - 275 Slater Street, Ottawa Ontario K1P 5H9
Canada 613-231-7054

**Russian
National
Group**

| | |
|---|--|
| NAME (passport)(family, first, middle) | |
| SEX (male / female) | |
| DATE of BIRTH (dd/mm/yyyy) | |
| PLACE of BIRTH (city/prov/country) | |
| CITIZENSHIP | CANADIAN |
| PASSPORT NUMBER (AA123456) | |
| PASSPORT DATES of VALIDITY | |
| PROVINCE of RESIDENCE | |
| CITIES BEING VISITED in RUSSIA | |
| DATE of LAST VISIT to RUSSIA | |
| YOUR JOB POSITION / JOB TITLE | |
| YOUR COMPANY NAME | |
| YOUR COMPANY FULL ADDRESS & PHONE | |
| DATE of ENTRY to RUSSIA | (dd/mm/yyyy) |
| PORT OF ENTRY IN RUSSIA | |
| DATE OF DEPARTURE (dd/mm/yyyy) | (dd/mm/yyyy) |
| PORT of DEPARTURE from RUSSIA | |
| ORGANIZATION TO BE VISITED | |
| ADDRESS & TELE PHONE of ORGANIZATION in RUSSIA | |
| NAME OF HOTEL | |
| ADDRESS OF STAY or of HOTEL | |
| PURPOSE OF TRIP | BUSINESS |
| NUMBER of ENTRIES | SINGLE DOUBLE MULTIPLE |
| Embassy for Telex | |



VISA SERVICES CANADA

Suite 900 - 275 Slater St.
Ottawa, ON, K1P 5H9, CANADA
WWW.VISASERVICSCANADA.CA
613-231-7054

I, _____, authorize *Visa Services Canada* to act on my behalf in acquiring a visa for my passport. *Visa Services Canada* is authorized to drop-off and pick-up my passport and any other personal documents from the embassy, high commission, consulate, diplomatic mission of the country of _____ while aiding me in acquiring a visa. *Visa Services Canada* is also authorized to receive information about my application from the visa office while acting on my behalf.

Signed on this _____ day of the month of _____ in the year _____,
in the city of _____ in the province of _____, in Canada.

Signature _____



OFFICE COPY



VISA SERVICES CANADA

Suite 900 - 275 Slater St.
Ottawa, ON, K1P 5H9, CANADA
WWW.VISASERVICSCANADA.CA
info@visaservicescanada.ca
613-231-7054 toll-free 866-378-1229

I, _____, authorize *Visa Services Canada* to act on my behalf in acquiring a visa for my passport. *Visa Services Canada* is authorized to drop-off and pick-up my passport and any other personal documents from the embassy, high commission, consulate, diplomatic mission of the country of _____ while aiding me in acquiring a visa. *Visa Services Canada* is also authorized to receive information about my application from the visa office while acting on my behalf.

Signed on this _____ day of the month of _____ in the year _____,
in the city of _____ in the province of _____, in Canada.

Signature _____



EMBASSY COPY

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

EMBASSY REGISTRATION

For your personal safety and security we can register you with the embassy of Canada in the country or countries to which you will travel on your upcoming business or tourist journey.

During times of national emergency such as natural disasters, war, or bombings, the government of Canada may seek out all Canadian nationals in a disaster or security zone. Canadians who are registered are the first ones found and can be the first evacuated in some cases.

This is a fast and efficient way of ensuring the Canadian Government can find you in case of an emergency, and can give your family some security during your travels.

- **YES, please register my trip with the government** (\$20. fee per person)

ABOUT ME

| | |
|-----------------------------|--|
| Last name as in passport | |
| First name as in passport | |
| Date of birth: (DD/MM/YYYY) | |
| Gender as in passport: | |
| Canadian Passport number: | |

ABOUT MY TRIP

| | |
|---|--|
| Destination country | |
| Region in country if known | |
| Additional information (address or hotel name) | |
| Arrival date at destination (DD/MM/YYYY) | |
| Departure date from country (DD/MM/YYYY) I do not know my departure date | |

MY CONTACT DETAILS OUTSIDE CANADA

You must provide at least one way of contacting you outside Canada

| | |
|---|--|
| Email address which you check regularly | |
| Telephone number with area code | |
| Mobile telephone number with area code | |

Send me a text message with destination travel advice and advisories upon arrival

EMBASSY REGISTRATION continued**MY EMERGENCY CONTACT IN CANADA IS**

You must provide at least one means of contacting this person.

| | |
|---|--|
| Emergency contact in Canada's full name | |
| Emergency contact in Canada's Email | |
| Emergency contact in Canada's telephone number with area code | |
| Emergency contact in Canada's mobile number with area code | |

I AM GOING TO A SECOND COUNTRY

| | |
|---|--|
| Second Destination country | |
| Region in country if known | |
| Additional information (address or hotel name) | |
| Arrival date at destination (DD/MM/YYYY) | |
| Departure date from country (DD/MM/YYYY) I do not know my departure date | |

I AM GOING TO A THIRD COUNTRY

| | |
|---|--|
| Third Destination country | |
| Region in country if known | |
| Additional information (address or hotel name) | |
| Arrival date at destination (DD/MM/YYYY) | |
| Departure date from country (DD/MM/YYYY) I do not know my departure date | |

PRIVACY STATEMENT

The information collected here will be shared with the Government of Canada in order to register you as a Canadian abroad. The data will not be shared with any other government or with any private company. By filling out this form you acknowledge that you understand how your data will be used and retained, and that *Visa Services Canada* is not liable for the data after it has been given to the Government of Canada.

THIS SIZE IS MANDATORY - NO EXCEPTIONS - NO CDN PHOTO SIZES ALLOWED

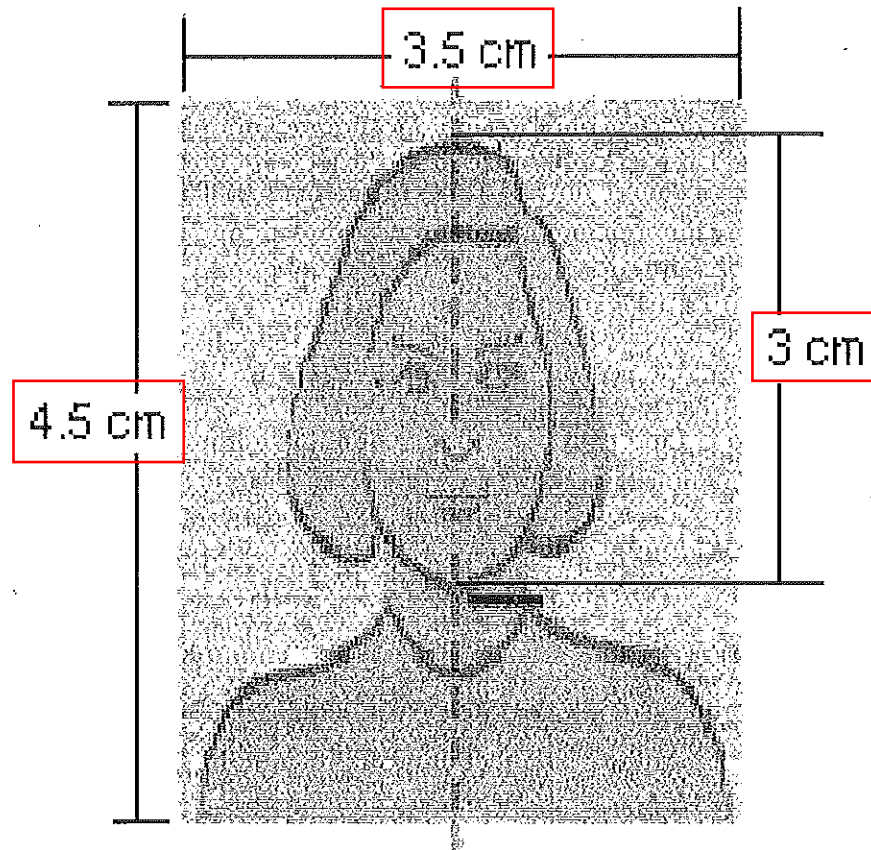


Photo specifications: 35 x 45mm

Your photograph must be taken within the last six months against the white or light background. The photo must show a full front view of the applicant's head and shoulders showing full face centered in the middle of the photograph.

THIS SIZE IS MANDATORY - NO EXCEPTIONS - NO CDN PHOTO SIZES ALLOWED