

# **RUSSIAN ELECTRONIC VISA APPLICATION FORM**

## **INSTRUCTION MANUAL**

### **BUSINESS & WORK VISAS**

Welcome to the manual which will help you fill in your Russian on-line visa application.

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.

Please have these instructions with you when you apply on-line.

First, 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.

#### **STEP 1.**

#### **REGISTRATION FOR A NEW APPLICATION**

For a new application: Select CANADA and language, and check that you have read the information, then press COMPLETE NEW APPLICATION FORM button at the page bottom.

Enter your own unique password and confirm password which you made up fro this application, then enter the numerical security code in the box.

Record or print out your new Russian ID number. You have to use it later to go back and edit the form or to make corrections or additions.

Go to Step #3.

## **STEP 2. EDITING PREVIOUS APPLICATION**

If you already have an ID number from a previous Russian visa application form, you can edit the form to produce a new application form.

If you edit, please be aware that the form may remove the inviting institution. Please retype this data on the form you are now editing.

- a) click “*Open previously completed application*” from the bottom of the page.
- b) Retrieve previous application using your ID number from the previous application form, as well as you name and year of birth and password.
- c) Select “*Get a new draft ID*”. (write it down for future reference).
- d) edit the form which will already have your details typed in. Save it and print it and sign it.

## **STEP 3. NEW APPLICATION - VISA DETAILS**

- a) Select Nationality (Canadian).
- b) Were you born in Russia or the USSR? If yes, provide details.
- c) Purpose of entry (Business - Work - etc)  
**BUSINESS:** please select BUSINESS if you are on a business trip.  
**WORK:** please select WORK if you are moving to Russia to work.
- d) Number of entries you will make into Russia (single - double - multiple).
- e) Dates of entry and exit of Russia. This must be for the exact day of entry & exit.

## **STEP 4. PERSONAL DETAILS**

- a) Type in your full legal name exactly as in your passport (no commas).
- b) Any other names? Add them now.
- c) Sex - select.
- d) Place of birth must match the place named in your passport exactly. Do not add extra places or provinces. Ensure it says “CAN” as part of the place of birth.

- e) If born in Russia, indicate YES and type the date you immigrated and to which country.
- f) Type in personal details about your marital status and full legal name of spouse as per passport.

## **STEP 5. PASSPORT DETAILS**

- a) Regular Canadian passport are classified as **ORDINARY PASSPORTS** by Russia. Do **not** select "Official" unless you have a special passport for government use only.
- b) Passport Number (has two letters and six digits - eg. " AB123456")
- c) Date of issue and date of expiry of your passport
- d) "Issued by" refers to the city in which the passport was issued (do **not** type "Canada"), as per the lower right corner on the passport details page.

## **STEP 6. VISIT DETAILS**

### **BUSINESS TELE or eLOI Business and work invitations.**

Telex and eLOI invitation holders can contact us first for translation of the invitation unless you can read the name of the Russian institution and city which actually issued the invitation.

- a) Itinerary. Please select or enter the names of the Russian cities you intend to visit. These must match exactly the cities on your invitation and or telex and or voucher.
- b) Medical/Health insurance: enter insurance company name.
- c) Who is paying for the trip: tourists select "Independently"; business type "Company".

### **STEP 6A. VISIT DETAILS**

- a) Itinerary. Please select or enter the names of the Russian cities you intend to visit. These must match exactly the cities on your invitation and or telex and or voucher and in the order on the official invitation document.
- b) Medical/Health insurance: enter insurance company name.
- c) Who is paying for the trip: business/work visa seekers select their company.

### **STEP 6B. VISIT DETAILS (ADDRESS in RUSSIA)**

You must list one or more hotels in Russia.

List your hotels by full name and real legal street and place and postal code address and telephone number. Get these details from the hotel's internet site.

**Business visas:** enter name and address of hotel.

**Work visas:** enter name and address of hotel or residence.

## **STEP 7. ADDITIONAL INFORMATION**

CRIMINAL ACTIVITY (details)  
DISEASES/DRUGS (details)  
REFUSED A RUSSIAN VISA (details)  
RUSSIAN VISA CANCELLED (details)  
THIRD PARTY RUSSIAN VISA (details)  
OVERSTAYED RUSSIAN VISA (details)  
DEPORTED FROM RUSSIA (details)  
FORM COMPLETED BY YOU (details)  
WEAPONS OF MASS DESTRUCTION

Detail your knowledge of weapons of mass destruction.

MILITARY EXPERIENCE & WAR EXPERIENCE

List your military experience.

ORGANIZATION

List your memberships in organizations.

WAR EXPERIENCE

List your war experience, even as a victim.

## **STEP 8. EDUCATION and PREVIOUS EMPLOYMENT**

You must list at least one previous employment on the form, not including your current job. It is acceptable to have no post-high school education.

- a) Type in up to two universities/schools (but not high school). Provide full legal address with postal code and telephone number and dates of education/enrollment.
- b) Type in two previous (not current) jobs, even if self-employed. Provide full legal address with postal code and telephone number and dates of employment.

## **STEP 9. LAST VISIT DETAILS (Previous Russian Travel)**

a) PREVIOUS RUSSIAN VISA

Type in the city/country (Ottawa Canada), and the date it was issued.

b) LOST PASSPORTS.

c) FOREIGN VISIT HISTORY for past ten years.

List all the countries you have visited in the past ten (10) years, plus entry date. Up to 30 entries. All country entries in your current passport must be listed on the application, even if multiple-entries of the same country. If a country is not listed in your passport please do not list it on the form.

d) COUNTRIES WHICH ISSUED A PASSPORT TO YOU.

This refers to any other country (other than Canada) which ever issued a passport to you. These are countries of which you are now or have been a citizen. This does not refer to visas or any non-passport document.

**STEP 10.**

**MISCELLANEOUS INFORMATION**

a) PARENTAL INFORMATION

Type in details of your parents by full legal names, even if dead. Do not add the word deceased, as that is not part of their legal name.

b) HOME ADDRESS

Type your complete legal real home address with street, city, province, postal code, email and telephone.

c) WORK ADDRESS

Type your complete legal real work address with street, city, province, postal code, email and telephone.

RETIREED persons cannot apply for business or work visas. Do not type retired as an answer.

d) RELATIVES IN RUSSIA

Do you have relatives living in Russia? If yes, list them and all their personal details.

**STEP 11.**

**APPOINTMENT DETAILS**

There is no actual appointment, and you do not have to appear in person to apply.

**PLACE OF SUBMISSION**

Select the following three offices as the place for obtaining the visa depending on your place of residence.

- **Visa Application Centre (OTTAWA)** - Ottawa & NCR (613 & 819), BC, NS, NB, PEI, NFLD, NU, YT, NWT.

- **Visa Application Centre (TORONTO)** - AB, SK, MB, ON (except 613).

- **Visa Application Centre (MONTREAL)** - Quebec (except 819 for National Capital).

## **STEP 12. COMPLETING THE FORM**

Click NEXT to complete the application form.

The long document you now see is not your application. It is only a draft for your information. At the bottom of the page click SAVE to complete the process and move on to printing

You must **SUBMIT** the data, or there is no form and no application file.

## **STEP 13. PRINTING THE FORM**

SAVE and SUBMIT and PRINT the final version of the form.

This can be done as a print-to-file, so that the form is saved to your computer instead of printed on paper. Please send the saved PDF for review rather than a scanned copy.

## **STEP 14. SAVE THE FORM**

Save the PDF file for later use. Save the PDF to your own computer so you can refer to it and print it again if necessary. This is what you will email in for review.

## **STEP 15. QUALITY CONTROL CHECK**

a) After you have printed the form, examine it carefully to ensure the top and bottom of each page has been printed. You must be able to read the small code numbers on the top of the first page, and include all lines and boxes at the bottom of both pages. If you have cut off the top and/or bottom of the pages, print it again after selecting “letter size” instead of A4.

b) Read the entire completed form to ensure your answers make sense. If anything is missing or wrong go back in and edit the form and produce a new form and a new form.

## **STEP 16. REVIEW YOUR FORMS BY EMAIL**

Most Russian applications are incorrectly filled out due to the complexity of the Russian visa application system.

**STEP 16.**  
**REVIEW YOUR FORMS BY EMAIL** (*continued*)

*PLEASE* email the PDF of your Russian application form to us for review *PRIOR* to shipping the package to Ottawa.

VSC will provide suggestions and corrections to you so you can edit your application (using Step #2. in this manual).

The first review is free. After we have provided the corrections by email all further reviews and editing will be charged at the rate of \$50. each.

Email to *info @ visaservicescanada .ca*

**STEP 17.**  
**PRINT THE FORMS**

Once the PDF file has been reviewed and any corrections made, it is time to **PRINT THE FORMS**

SAVE and SUBMIT and PRINT the final version of the form.

**PRINT** the form ("**Print Letter**"). Also, select Fit-to-Print on your printer control. Open *Adobe Acrobat Reader*, print letter (A4 document needs to fit to page to show all). This can be done as a print-to-file, so that the form is saved to your computer instead of printed. Please send the saved PDF for review rather than a scanned copy.

**PRINT THE FORMS:**

**Single-sided** (3-4 sheets of paper)

The typed text does not have to be in colour.

**SIGN** the form in **black ink**. An original ink signature is required. **DATE** the form below the signature using **black ink**. Use the DD/MM/YY format only (eg. 25/09/20). Do not touch the edges of the box or the typed text when signing or dating the form.

**RUSSIA REJECTS ALL INCORRECT FORMS**

## **STEP 18.**

### **ADDRESS OF SHIPMENT**

Depending on your place of legal residence you will have to ship your applications to one of three offices.

- **Visa Application Centre (OTTAWA)** - for residents of Ottawa & NCR (613 & 819), BC, NS, NB, PEI, NFLD, NU, YT, NWT.

Visa Services Canada, Inc.  
Suite 900  
275 Slater Street  
Ottawa ON K1P 5H9  
613-231-7054  
<http://visaservicescanada.ca/countries/russia.php>

- **Visa Application Centre (TORONTO)** - for residents of AB, SK, MB, ON (except 613).

Russia Visa Application Centre  
Office 200  
60 St Clair Ave East  
Toronto ON M4T 1N5  
<http://vfsglobal.com/Russia/Canada/>

- **Visa Application Centre (MONTREAL)** - for residents of the province of Quebec (except 819 and the National Capital Region).

Russia Visa Application Centre  
Office 718  
1010 Sherbrooke Street West  
Montreal QC H3A 2R7  
<http://vfsglobal.com/Russia/Canada/>