

Dear Traveller,

Thank you for selecting VisumCentrale to handle your visa application. Here is your VisumCentrale Application Pack. It contains:

- A summary of the travel documents you requested
- Step-by-step instructions for the personal documents you need to provide and the application forms you need to fill out
- Guidelines and other important information

Make sure you get the travel documents you need in time for your trip and complete your application today. To complete your visa application you will need to:

Print, fill out and sign the forms. Use the instructions in the VisumCentrale Application Pack as a guide to help you gather your personal documents and fill out the forms.

Send the completed forms and documents to VisumCentrale. Once you have gathered your personal documents and completed the forms, make a copy for your records and submit the original to the VisumCentrale location listed in the VisumCentrale Application Pack. We will begin processing your order as soon as we receive it. VisumCentrale will email you a summary of your order and will contact you if additional information is required.

If you have questions our travel visa and passport specialists are available by email info@visumcentrale.de or call 030-230959175.

VisumCentrale is committed to processing your order quickly, securely and as easily for you as possible. We appreciate your business and look forward to working with you.

Sincerely,

Marco Quarantotti
VisumCentrale Customer Care
www.visumcentrale.de

You Have Requested:

Requirements for: Russia
Type of visa: Tourist, Single Entry, 30 Days
Traveller nationality: Germany
Account Code: 100020
Information valid as of: Saturday, June 06, 2015

You Need To Provide:**Passport**

The traveller's actual passport. The passport must:

- Be valid for six months beyond the applied visa period
- Have at least two blank facing visa pages
- Be submitted without passport cover (please remove any cover before submitting the passport to VisumCentrale)

**Photograph(s)**

You must provide a photograph. Upload your photo and we will print it to the exact specifications required for this visa. Follow <http://visumcentrale.de/photo-service.php> to upload your photo.

Alternatively, you may provide one colour, passport type photograph that meets the following strict criteria: be taken within the last three months against a white background and printed on high quality photo paper; be 35mm by 45mm in size; provide the full frontal view of your head with your face centered in the middle and displaying a neutral (non-smiling) expression. You may wear no headwear except for religious purposes. Your photograph should not be affixed to your application and may not display evidence of adhesive or staples.

**Tourist Reference**

A Tourist Reference. The letter must:

- Be obtained by the tour operator or hotel in Russia
- List all places to be visited

VisumCentrale can obtain a Tourist Reference on your behalf. Simply complete the Russia Tourist Reference Order Form provided in the application pack and send it to us together with the other application papers.

**Income Statement**

Evidence of sufficient funds (at least €1,000) must be provided, in the form of one of the following (copies are acceptable):

- An employer's confirmation of employment, stating the position of the employee and indicating the monthly gross salary (the latter is not required if already provided in the business introduction letter)
- A pension statement for the last three months
- A current account statement
- Proof of residential property ownership

Self-employed applicants must submit copies of their business registration certificate and a current account statement.

**Proof of Travel Insurance**

The current typewritten insurance policy or a current typewritten certificate of insurance which must:

- Certify its validity for the entire duration of the visa
- State the applicant's full name
- Contain the insurance company's contact data
- State the insurance policy number
- Guarantee return transport in the event of death
- State a minimum cover amount of €30,000.00
- Certify that the insurance cover is valid for the Russian Federation
- Be signed by the insurance company
- Be provably dated within the last three months

If any of these details is not shown in the confirmation, please contact your insurance company in order to request a corresponding letter.

A list of approved insurance companies can be viewed [here](#).

You Need To Fill Out:**Visa Application Form**

The fully completed online application form available at <https://visa.kdmid.ru/> must:

- Not have handwritten corrections or amendments
- Contain the words "nicht zutreffend" in all fields that are not applicable
- State the date of application in the appropriate field
- Bear a signature which matches the one in the passport
- List all places to be visited
- Not contain incorrect or incomplete information (consulate charges 5,00€ for corrections)

Important: Under "Place of Application", the relevant Visa Application Center must be given. Applications in which the Russian Consulate is stated under Place of Application are not accepted.

Alternatively VisumCentrale can assist the traveller in completing the online application form as a Premium Service at a cost of €32.01 incl. VAT (€26.90 plus VAT), plus all other consular and VisumCentrale service fees. In order to facilitate this, please complete the VisumCentrale Russia Form Fill Request which can be found within the VisumCentrale Application Pack.

Online application form fill requests must be received, together with all application documents, at VisumCentrale before 14.00 hours in order to have it returned to you that day. Once VisumCentrale have completed your online application we will send it to you for your signature. An original signature is required so it is mandatory to return the form to us by post or courier once signed.

**VisumCentrale Order Confirmation**

For orders placed on the VisumCentrale website, a copy of the Online Order Confirmation which is sent to you via email, must be submitted.

For all other orders, and where applicable, a completed VisumCentrale Order Form which can be found in the VisumCentrale Application Pack should be submitted.

Please note that all card payments will only be made upon completion of the visa application process.

This May Pertain To You:**Minors Under 18 Years of Age**

Minors must provide copies of their birth certificate and proof of a parent's income for the last three months.



Double Entry Applicants

A double entry visa will only be granted if the indicated travel route necessitates this.



Holders of an Existing Valid Visa

On application for a new visa, any previously valid Russian visas in the submitted passport will be cancelled. This cancellation may also affect valid visas in other passports of the applicant.



Former Russian or Soviet Citizens

Former Russian or Soviet citizens are required to:

- State reasons for and the date when they renounced their former citizenship
- Enclose a copy of the expatriation document

Travel Resources:



Immunisation

Many countries require travellers to show proof of International Certificates of Vaccination for various diseases when entering or exiting their country. To determine whether or not you will require vaccinations for your travel itinerary contact your local physician and/or visit <http://www.tip.de/service/ce4>.



Travel Warning

Our travel information office TIP has the latest information on Travel Warnings, Public Announcement and Consular Information Sheets for all countries of the world. For further information please visit <http://www.tip.de/service/ce2>. If you would like to receive comprehensive information regarding travel security, health risks and a lot more please visit TIP under <http://www.tip.de>.



Pre Checking Service

VisumCentrale strongly recommends the use of the Pre-Check Service in order to minimise the risk of the application being refused by the processing centre resulting in delays to the applicants travel plans. Once you have collected the required documents for your visa application and completed the visa application form, simply scan and upload these items over to our team. One of our experienced Visa Consultants will check the documents and contact you to advise of any potential problems within 4 hours of the upload, preventing unnecessary delays to your application. For more information on this service visit <http://visumcentrale.de/pre-checking-service.php>.

Processing Fees:

Consular fees and VisumCentrale fees are charged per order and per traveller. In addition to Consular Fees Consular Provider Fees apply to the following destinations: China, India, New Zealand, Russia and Uganda. For all necessary consular fees and consular provider fees VisumCentrale submits payment for your application to the appropriate consulate on your behalf.

The total price of your order will depend on

- the services you select
- the number of travellers
- and the number of business days we have to process your order, starting with the day we receive all your completed forms and information.

VisumCentrale reserves the right to charge a 3,5% payment processing fee on all credit cards and a 4% expense provision fee on all non-VisumCentrale expenses.

Russia Tourist

VisumCentrale Fees

	Net	Gross
• Normal Processing (Min. 6 Consular Working Days)	43,90 €	52,24 €
• Express Surcharge (2-5 Consular Working Days)	28,49 €	33,90 €

The consular fees (including consular provider fees for China, India, New Zealand, Russia and Uganda) are as follows:

• 4 Consular Working Days	92,69 €	97,00 €
• 9 consular working days	57,69 €	62,00 €

Despatch and Delivery Method:

To VisumCentrale

We recommend that items be sent to us via the VisumCentrale Pick-Up Service or another secure and traceable delivery service. VisumCentrale Pick-Up Service national ensures that our office will receive your application by approximately 8:00 am the following morning. A fee of €30,94 incl. VAT (€26,00 excl. VAT) will be assessed with the use of this service. For orders to be submitted to the consulate on the day received, your completed application must reach our office before 8:30 am. Additional fees may apply.

From VisumCentrale

VisumCentrale will despatch your documents by GO! Overnight unless you have selected another method. Your documents will be delivered the next working day by 12:00 pm. Additional charges will apply for international shipping, weekend, sameday, after hours delivery and holiday delivery. For a list of fees refer to <http://visumcentrale.de/service-fees.php>.

VisumCentrale Customer Care:

VisumCentrale Customer Care specialists are available to assist you with your application or questions on your order. Contact VisumCentrale by email at info@visumcentrale.de or call 030-230959175 between 8:00 am and 17:00 pm Monday through Friday. You should receive a response to your emailed questions within 4 hours during normal business hours although complex or unusual enquiries may take longer.

A photo is required for your visa application. Upload your photo now.

Acceptable photos are required to apply for your visa. Our photo service is the way to certify that your photos are acceptable for consular submission.

Our Digital Photo Service is simple: Snap. Click. That's it.

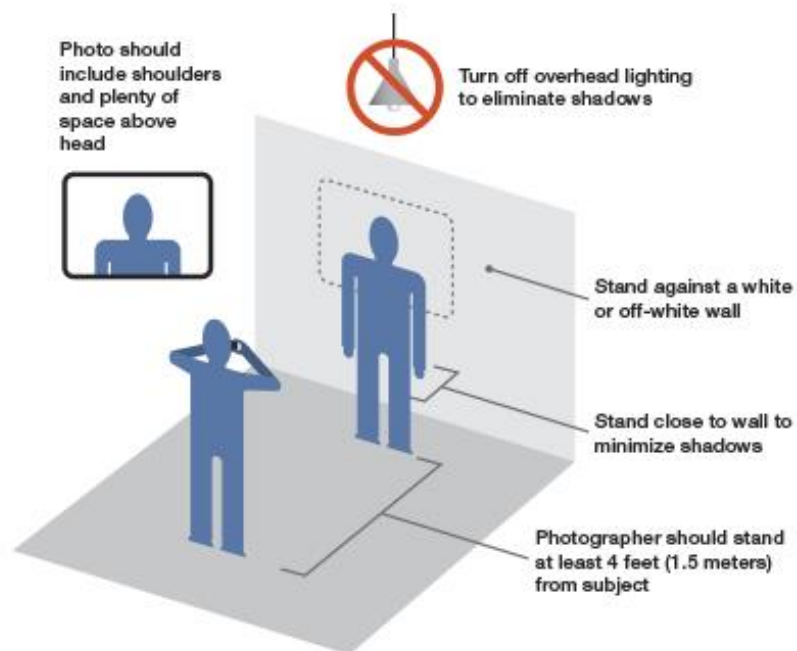
- Snap a photo using the guidelines below
- Click on <http://visumcentrale.de/photo-service.php> to submit your photo

Follow these guidelines before submitting your photo

Example of Acceptable Photos



Composition Template



Your Photo Must Meet These Standards

Taken recently within the last 6 months

In colour, free of shadows against an all white background.

Neutral expression, no glasses, hats, uniforms or head covering except for religious purposes.

Looking directly into camera facing forward head straight.

Our Photo Service is the way to certify that your photos are acceptable for consular submission. A service fee of € 23.74 (incl. VAT) per traveller applies.

Submit Your Photos Now. Click on <http://visumcentrale.de/photo-service.php> to get started.

You Need To Send To VisumCentrale:

Submit your completed visa application documents
and forms to the following address:



VisumCentrale
Bundeskanzlerplatz 2-10
53113 Bonn
030-230959175

Office hours: Monday till Friday 8:00 am – 5:00 pm

Be sure to include the following items for your Russia Tourist application:

- ☐ Passport
- ☐ Photograph
- ☐ Tourist Voucher & Confirmation
- ☐ Income Statement
- ☐ Proof of Travel Insurance
- ☐ Visa Application Form
- ☐ VisumCentrale Order Confirmation

To schedule your documents to be collected using
the VisumCentrale Pick-Up Service call 030-230959175.

Please only use this questionnaire if you would like us to complete the Russia Online Application Form on your behalf.

4 easy steps are necessary to have the Russia Visa Application Form completed:

1. Fully complete this 3 page questionnaire.
2. Gather all documents required for the visa category you are applying for and send the complete set of documents to the appropriate CIBT office.
3. We will need all documents required for the application before 2pm in order to have it completed and returned to you as PDF file the same day.
4. You will then just have to print and sign the completed visa application form, and return it to us by post or courier as soon as possible, to allow us to submit the complete visa application.

For detailed information on application requirements please refer to your application pack.

The service charge for the completion of the Russian Online Visa Application Form is €32.01 € incl. VAT (€26.90 plus VAT).

Please note that CIBT cannot accept any responsibility if visa applications are refused due to reasons for which the applicant is responsible (including inaccuracy of information provided).

Please complete the following Form Fill Questionnaire fully, accurately and legibly (preferably typed). It will serve as basis for the preparation of your visa application.
Once the application is completed, amendments or additions will not be possible.

1. Place of Application

At which Russian Embassy or Consulate will you apply for your visa?

Intended date of application (DD/MM/YYYY)?

Please note that your online application will be stored for 30 days. The application must be submitted during this period of time.

2. Nationality and Origin

Nationality:

Have you ever held USSR or Russian nationality in the past?

☐ Yes

☐ No

If yes, please state the date and reason of denaturalisation

Date:

Reason:

3. Number of Entries

Number of Entries:

Single

☐

Double

☐

Multiple

☐

Double or multiple tourist visas will only be granted if the travel route necessitates it (appropriate proof required)

4. Travel Purpose

A) Business

- ☐ Business ☐ Technical Service ☐ Lecturer ☐ Family attendant ☐ Mass media/reporter

B) Tourism

- ☐ Common tourist ☐ Automobile tourism

C) Transit

- ☐ Diplomatic travel ☐ Official travel ☐ Transit TR 2

D) Scientific-cultural or religious purpose

- ☐ Scientific-technical relations ☐ Social and political ☐ Religious activities
☐ Humanitarian help ☐ Family attendant

E) Private Visits

- ☐ Private ☐ Guest ☐ Separated but not divorced family members ☐ Special Cases

F) Miscellaneous

Miscellaneous:

5. Travel Dates

The information provided here should be the same as that contained in the letter of invitation or tourist reference

Intended date of entry into Russia (DD/MM/YYYY)

Intended date of departure from Russia (DD/MM/YYYY)

6. Personal Details

Family name (as shown in passport):

First name (as shown in passport):

If you have ever used other names (maiden name, pseudonym, holy order etc.), please also enter them here:

Sex: ☐ Female ☐ Male

Date of birth:

Place of birth:

Country of birth:

Nationality:

Were you born in Russia? ☐ Yes ☐ No

If yes, please specify when and to which country you have immigrated:

7. Passport Details

Passport number (as shown in passport):

Date of issue:

Date of expiry (at least 6 months validity):

8. References and Insurance

Name and address of the organisation to be visited (for tourists: name and address of the Russian tour operator or hotel):

If you are ordering your tourist reference from us, please enter: 000 Vladintour Moskau

Itinerary (places to be visited):

Additional details for tourist visas:

Tourist reference number:

If you are ordering your tourist reference from us, please enter: 002054

Confirmation number:

Additional details for business visas:

Invitation number (if available):

Telex number (if available):

Name of international medical insurance company:

Insurance policy number:

Have you ever visited Russia?

Yes ☐

No ☐

If yes, how many times?

Date of last trip to Russia - from (DD/MM/YYYY)

till (DD/MM/YYYY)

9. Residential Address of the Applicant

Street and number:

Postal code:

City:

Phone number:

10. Employer Details

Name of employer:

Address:

Current occupation / profession:

Phone number:

11. Particulars of Relatives

Do you currently have relatives in Russia?

Yes ☐

No ☐

If yes:

Surname :

First name:

Relation degree:

Date of birth:

Address in Russia:

Use our Online Order System at www.visumcentrale.de to ensure your order is completed as fast, secure and easy as possible.
Please note that we have to charge an additional service fee of €14.86 (incl. VAT) for orders not placed through our Online Order System.

To protect clients from travel disruption due to lost or stolen documents, VisumCentrale enrolls clients in emergency service.
Check this box ☐ to order this 11.84 € service (charged per traveler, plus VAT). For additional information, visit <http://visumcentrale.de/emergency-service.php>

Important Travel Dates

Date passport must be back in your possession* Date of **next** international trip:

*Express/Emergency Fees: I understand that the visa will be processed to meet this date and will incur express or emergency surcharges where applicable

Fast Track My Visa **Yes** **No** Fast track my Visa and process my request as quickly as possible. Additional emergency service fees may apply.

Applicant Information

Name (as printed in your passport)	Passport Number	Expiry Date	Date of Birth	Nationality
#1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Information — Who do we contact in connection with your application?

Contact Name	Phone Number	Email
Primary: <input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary: <input type="text"/>	<input type="text"/>	<input type="text"/>

Visa Services

Country	Entry Date	Exit Date	Type (Tourist, Business, Work, etc.)	Validity	# of Entries
#1: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Invoice Address

Company/Name: <input type="text"/>		Contact: <input type="text"/>	
Street: <input type="text"/>		Postal Code: <input type="text"/>	City: <input type="text"/>
Email: <input type="text"/>	Tel.: <input type="text"/>	Reference #: <input type="text"/>	

Return Instructions

Return documents to the address below

Name: <input type="text"/>		Company: <input type="text"/>
Address: <input type="text"/>		
Postal Code: <input type="text"/>	City: <input type="text"/>	Delivery Telephone No.: <input type="text"/>

Return Delivery Method:

UPS Standard National	UPS Express Saver National (48h)	Overnight Courier	Same Day Courier	Airport Collection			
Collect from Office:	Bonn	Berlin	Dusseldorf	Frankfurt	Hamburg	Munich	Stuttgart

Payment Method

Payment is accepted by either credit card or direct debit. The payment method "Invoice" is only available to contracting parties.

SEPA Direct Debit Mandate:

CIBT Visum Centrale GmbH, Bundeskanzlerplatz 2-10, 53113 Bonn - Creditor Identifier : DE71ZZZ00001007976

Mandate Reference: corresponds to the invoice number, shown in your invoice

By signing this mandate form, you authorise CIBT Visum Centrale GmbH to send instructions to your bank to debit your account, and authorise your bank to debit your account in accordance with the instructions from CIBT Visum Centrale GmbH.

You can claim a refund of the debited amount within eight weeks of the due date, under the terms and conditions of your agreement with your bank.

Account Holder

IBAN

<input type="text"/>	<input type="text"/>
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Credit Card:	Name on Card	Card Number	Expiry Date	Security #
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Billing Ref's for Invoice (if applicable) #1: <input type="text"/>	# 2: <input type="text"/>
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I confirm that I have read and agree to Terms & Conditions as detailed on <http://visumcentrale.de/terms-of-use.php>

Date: <input type="text"/>	Signature: <input type="text"/>
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The Consulate of the Russian Federation require you to apply for a tourist reference before you can apply for a Russian Visa. This is not suitable for a Private or Business stay.

Our service fee for a tourist reference (maximum 30 days stay, 1 - or 2-entry) is 58.91 € incl. VAT (49.50 € plus VAT)*. Please note that this fee applies for EU nationals.

* The Invitation fee can vary based on contractual agreements.

Russia Tourist Reference

Surname:		Forenames:	
Sex	<input type="checkbox"/> female <input type="checkbox"/> male	Date of Birth:	Nationality:
Passport Number:		Issued on:	Expires on:
City/ Cities to be visited in Russia (up to 5):			
Name and Address of the Hotel:			
Date of Visit to Russia:	From:	To:	No of Days:
Number of Entries	Single <input type="checkbox"/> Double* <input type="checkbox"/>	N.B: First entry and second exit date must be within 30 days or each other. Total stay of the 2 visits must not exceed 30 days.	

* A visa for double entry will only be approved if the itinerary states it is needed. The period between the date of first entry and the second departure date can not exceed 30 days.

Additional Information — e.g. Entry by car / motorcycle or registered children in the passport:

Please provide a clear copy of the applicant's passport identification page

Note for your Visa Application:

If you order your tourist reference with us, please enter "000 Vladintour Moskau, Ref. 002054" under Name of Organisation

Important information about registering your entry into Russia

Each traveller must register within 7 working days after arrival in the region. Lack of Registration can lead to the payment of an additional fee. If the length of stay less than 7 working days you do not need to register. Registration is provided by the hotel or through the local post office. Please note that the registration process is associated with additional costs. This fee depends on the speed of processing and the length of stay in Russia.

Contact Information/ Invoice Address —Who do we contact in connection with your application?

Company/Name:	Contact:
Street:	Email:
Postal Code:	Tel:
City:	Reference #:

Payment Method

Payment is accepted by either credit card or direct debit. The payment method "Invoice" is only available to contracting parties.

SEPA Direct Debit Mandate:

CIBT Visum Centrale GmbH, Bundeskanzlerplatz 2-10, 53113 Bonn - Creditor Identifier : DE71ZZZ00001007976

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You can claim a refund of the debited amount within eight weeks of the due date, under the terms and conditions of your agreement with your bank.

Account Holder		IBAN	
Credit Card:	Name on Card	Card Number	Expiry Date Security #
Billing Ref's for Invoice (if applicable) #1:		# 2:	



Don't wait for the post...
use the VisumCentrale Pick-Up Service.

Our Courier Partner GO! Overnight will pick up your documents wherever you are.

Our fast and easy pick-up service guarantees your visa application will be at the consulate on the next available day for submission.

Call 030-230959175 to Schedule a Pick-Up

Calls before 4:00 pm will be picked up the same day

Calls after 4:00 pm will be picked up the next working day

VisumCentrale Pick-Up Service

€32,13 incl. VAT (€27,00 excl. VAT) per envelope or package

Please consider that VisumCentrale does not assume any liability for the transports of the courier services.

Additional Information:

Orders cancelled prior to the submission to the appropriate government agency will be assessed standard processing fees.

VisumCentrale makes every effort to provide you with accurate information and to obtain the visa or document legalisations you require for your trip, for the dates requested, in a timely manner. However, please be aware that VisumCentrale does not warrant any information that it provides, and you use and rely on VisumCentrale at your own risk.

When VisumCentrale returns your passport and documents, it is important that you promptly verify that all the visas you require for your trip have been obtained, that the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that VisumCentrale cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees are estimated based upon VisumCentrale's experience, may vary according to information you provide to VisumCentrale, the specific answers in your applications, and are subject to change without notice.

The issuance of a visa is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. VisumCentrale makes no guarantees that any issuing authority will issue any document in a timely manner and VisumCentrale service fees are only for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not VisumCentrale) are responsible for making sure that you have complied with all necessary visa requirements.

By sending applications to VisumCentrale for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that VisumCentrale shall not be liable to you for any failure by you to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, VisumCentrale's total liability to you for any and all claims, causes of action, liabilities and damages of any kind shall not, in any circumstance or for any reason, exceed twice the value of the fees actually paid by you to VisumCentrale, and full details of such claims must be submitted to VisumCentrale within 90 days of occurrence. In no event shall VisumCentrale be liable to you for any lost profits, or indirect, special, consequential or incidental losses or damages, and your sole and exclusive remedy against VisumCentrale for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the VisumCentrale service fees actually paid by you or twice the value, whichever is less.

Visit <http://visumcentrale.de/terms-of-use.php> to view the entire VisumCentrale Terms of Use.