

General guidance to help you complete the Russian Visa Application Form:

1. Enter the information requested into the appropriate spaces on the form. Please answer all questions accurately. Your answers must be in English and must use English characters. Letters like ñ, é, ü, ç are not recognized by the system. Please enter names like Muñoz and Sémonin as Munoz and Semonin. Please do not use hyphens, commas etc.
2. Press the Continue button at the end of the form. Failure to click on the Continue button will result in an incorrectly completed application form.
3. Once you have completed your application form, please note down the Web Reference Number that will be generated on your screen. You will then be able to review your form and make alterations if necessary.
4. Should you wish to print your application form, select the 'Download/Print Application Form' option.
5. Should you wish to log out and print it later, take a note of your Web Reference Number then select the 'Exit' option.
6. You will need to complete an entire application form for each applicant. If the application is left incomplete your information will not be saved and the entire activity will need to be repeated from the start when you log on again.
7. If you are traveling with family, you can select the 'Add' option to begin completion of your other family members' forms. You will not be permitted to add more than a total of 5 applicants at any one time.
8. For Travel Agents and other Representatives, applicants who are not related need to be entered as individual applicants and not together.
9. Please print the Visa Application Form/s and corresponding checklist after it is displayed in Adobe Acrobat. Please attach your passport size photograph, sign and date the form.
10. After you have completed the Online Application Form/s you should either send your application and documents by post or visit the Russia Visa Application Center and apply in person.
11. Should you decide to visit us personally to submit your application, please bring all printed pages of your Visa Application Form/s, checklists and applicable fees (if not paid online) and supporting documents with you.

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12. The online application forms are stored in our system for duration of two weeks only. If you submit a printed and signed application form, we would be able to process the application, after that date as well. However, it would not be possible to retrieve, modify or reprint online application and new form should be created, under these circumstances.

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