The following is a guide to completing the Russian visa application. The application is completed online, then printed, signed and included with the rest of applicant’s documents. **There can be no errors or manual corrections once printed. Any errors may result in rejection.**

The online visa application is broken up into several different pages, each with a few questions. The application has a “session timeout” meaning that if a page is not completed within a specified time (generally about 10 minutes) you will be logged out and may need to begin again.

This guide can be printed and used as a worksheet to gather answers prior to completing the online application so when the time comes to fill out the actual application you will not be delayed looking for answers.

On the next few pages, you will be instructed on creating an application password (alpha-numeric only) and application number. Both of these need to be submitted to ItsEasy along with the application. Please write this information below and include this sheet with the completed application:

**Application Password:**
______________________________________________

**Application ID:**
______________________________________________

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Continue to next page
The Russian government online application form is **NOT** currently compatible with a Macintosh – and works best with updated versions of Internet Explorer and Mozilla Firefox. You will need the most up-to-date version of Adobe Acrobat Reader, passport, itinerary and invitation information and a printer.

Select **UNITED STATES** and **ENGLISH** as your country where applicant will be applying and language.

After reading directions click on the box next to “I have read this information” in red at the bottom of the blue box then click on “Complete New Application Form” button.
Password
Create a password; write down the password (case sensitive) – it **MUST** be provided to ItsEasy

Confirm Password Confirm
the password created

Enter text displayed on the image
Type the numbers/letters displayed in the security box; if they are difficult, take your best guess; if you guess wrong the page will simply reload with a new set of letters.

Click on “Submit” button
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An application number will be provided. Write this down with the password.

Click on “Submit” button

- PAGE 4 -

Nationality
Enter applicant’s nationality

Answer: ____________________________________________

If applicant had USSR or Russian nationality at some time please select "yes" and indicate when and why it was lost

☐ Applicants who were not born in the USSR or Russia, select “no”
☐ Applicants who were born in the USSR or Russia, select “yes” and enter dates and reason for emigration.

Purpose of visit

☐ For tourist visas, select “TOURISM”
☐ For business visas, select “BUSINESS”

Purpose of visit

☐ For tourist visas, select “TOURISM”
☐ For business visas, select “BUSINESS VISITS”

Visa category and type

☐ For tourist visas, select “COMMON TOURISM”
☐ For business visas, select “COMMON BUSINESS”
Number of entries
Select - This must match applicant’s Official Visa Invitation. Options are:

☐ “SINGLE”
☐ “DOUBLE”
☐ “MULTIPLE”

Date of entry into Russia
Enter the date applicant plan to enter Russia

Answer: _______ / ________________ / _______________ (DD/Month/YYYY)

Date of exit from Russia
Enter the date applicant plan to depart Russia

Answer: _______ / ________________ / _______________ (DD/Month/YYYY)

Click on “Next” button

- This area intentionally left blank -

Continue to next page
Surname
Enter applicant’s last name as it appears their passport

Answer: _____________________________________________________________

First name, middle names, patronymic names
Enter applicant’s first and middle name as they appear on their passport; if the middle name is not listed or listed as an initial on the passport, enter exactly as listed on the passport

Answer: _____________________________________________________________

Has applicant ever had other names

☐ If no previous legal names, then select “no”
☐ If previous name(s), select “yes” and enter previous names such as maiden name if applicable, otherwise leave blank; if you need to add more than one previous name, enter the first name; click the “add” button below, then the enter second previous name; repeat as necessary

Answer: _____________________________________________________________

Sex
Select

☐ Male
☐ Female

Date of birth
Enter applicant’s date of birth

Answer: _______ / ______________ / ______________ (DD/Month/YYYY)

Applicant’s place of birth
Enter applicant’s place of birth as listed in their passport; generally state and country

Answer: _____________________________________________________________
Was the applicant born in the USSR or Russia, select "yes" and specify when and which country they immigrated to

☐ Applicants who were not born in the USSR or Russia, select “no”
☐ Applicants who were born in the USSR or Russia, select “yes” and enter dates and reason for emigration

Answer: __________________________________________________________

Marital status
Select appropriate option:

☐ Married (requires additional information)
☐ Single
☐ Divorced (requires additional information)
☐ Separated (requires additional information)
☐ Widowed

If selecting an option above which requires additional information:

Spouses Full Name: _______________________________________________________

Date of Birth: _______ / ________________ / _______________ (DD/Month/YYYY)

Place of Birth: _________________________________________________________

Click on “Next” button

- This area intentionally left blank -

Continue to next page
Type of passport
Select

☐ Ordinary (most travelers have “ordinary” passports)
☐ Official
☐ Diplomatic
☐ Other: ______________________________

Passport number
Enter applicant’s passport number

Answer: _______________________________________

• Note: In US passports, the passport number is a nine digit number located in the upper right of the information page of the passport
• Note: For non-US passports, the “passport numbers” may vary in length and may include letters as well as numbers.

Date of issue
Enter the date the passport was issued

Answer: ______/______________/___________ (DD/Month/YYYY)

Date of expiry
Enter the date the passport expires

Answer: ______/______________/___________ (DD/Month/YYYY)

Issued by
 Generally U.S. passports indicate a general “Issuing Authority” of “U.S. Department of State”; the actual passport agency that issued the passport is rarely listed; in most cases the correct abbreviated answer to this question is “U.S. Dept. of State”

Answer: _______________________________________

Click on “Next” button
Which institution will applicant visit
The selection options presented are based on the options chosen previously under “Purpose of visit”

Business applicants select “Organization” then enter:

Name of organization: ________________________________________________________________

Address of organization: ______________________________________________________________

TIN organizations: LEAVE BLANK

Applicant will have ONE of the following two:

1) Directive (Telex) Number:
   If applying for a business visa and applicant has a digital invitation (known as a “Telex”) enter this number here

   Telex: _______________________________________________________________________

2) Invitation Number
   If applicant has a paper invitation, enter the red numbers in the upper right of the invitation here

   Invitation Number: ___________________________________________________________________

- This area intentionally left blank -

Continue to next page
Tourist applicants select “Travel company” then enter:

Applicant will have ONE of the following four:

1) Name of organization
   If applying for a tourist visa, if applicant has or is planning to obtain an Official Invitation through ItsEasy, enter “OOO Atlanta”, if applicant obtains their own Official Invitation enter the name of the hotel or organization provided in that invitation

   Name of Organization: _______________________________________________________

2) Address
   If applicant has or is planning to obtain an Official Invitation through ItsEasy, enter: ул. Пятницкая3/4, 3й этаж, Москва15035, Россия; if applicant obtains their own Official Invitation enter the name of the hotel or organization provided in that invitation

   Address: ________________________________________________________________

3) Reference number
   If applicant has ordered an Official Tourist Invitation through ItsEasy, enter the number located in the middle section of the invitation below the dotted line, listed for example “Reference No MBT 456789” – enter only the numbers “456789”; if applicant obtained the invitation elsewhere, please refer to that source to identify the reference number.

   Reference Number: ______________________________________________________

4) Confirmation number
   If applying for a tourist visa and applicant has ordered an Official Tourist Invitation through ItsEasy, enter the number located in the top middle section of the invitation, listed for example “No 123456/C” – enter only the numbers, “123456”; if the invitation was obtained elsewhere, please refer to that source to identify the confirmation number.

   Confirmation Number: _____________________________________________________
Itinerary
Enter the city or cities applicant plans to visit, in order; if visiting more than one city, enter the first city and click the “Add” button below; then enter the next city; continue this process until all cities are listed

City 1: ________________________________________________________________

City 2: ________________________________________________________________

City 3: ________________________________________________________________

Does applicant have a medical insurance policy valid in Russia
If applicant has a medical insurance policy valid in Russia, select “yes” and enter the provider’s name and policy number; if not or are not sure, select “no”. Note, passport holders from European Union countries must have valid insurance and provide evidence that their insurance is valid in Russia.

☐ No
☐ Yes

Provider Name: ____________________________________________________________

Policy Number: ____________________________________________________________

Who will pay for applicant’s trip to and stay in Russia
If applying for a tourist visa, select “individually”; if applying for a business visa, select “Company”, then enter applicant’s employers name

Answer: ____________________________________________________________

Name/address of hotel or person staying with in Russia
Enter the name and address of the first hotel applicant will stay

Name: ____________________________________________________________

Address: ____________________________________________________________

Phone Number: _______________________________________________________

Click on “Next” button
Has applicant ever been arrested or convicted for any offence
Select

- No
- Yes - Please note answering this question “yes” may result in applicant’s visa application being denied

Has applicant ever been afflicted with a communicable disease of public health significance or dangerous physical or mental disorder
Select

- No
- Yes - Please note answering this question “yes” may result in applicant’s visa application being denied

Has applicant ever been refused a Russian Visa
Select

- No
- Yes - Please note having a previous visa application not approved due to incorrect payments, incomplete documents or other reasons is different than an application being denied or refused; please note answering this question “yes” may result in applicant’s visa application being denied

Has the applicant ever had a Russian Visa cancelled
Select

- No
- Yes - Please note visas are typically canceled for reasons that involve criminal offenses or terrorist like actions which have taken place in Russia and caused applicant to be expelled from the country; having replaced and old visa which is marked cancelled when the new visa is issued is different; please note answering this question “yes” may result in applicant’s visa application being denied

Has the applicant ever tried to obtain or assist others to obtain a Russian Visa or Enter Russia by providing misleading or false information

- No
- Yes - Please note answering this question “yes” may result in applicant’s visa application being denied
Has applicant ever overstayed a Russian visa or stayed unlawfully in Russia
Select

☐ No
☐ Yes - Please note answering this question “yes” may result in applicant’s visa application being denied

Has applicant ever been deported from Russia
Select

☐ No
☐ Yes - Please note answering this question “yes” may result in applicant’s visa application being denied

Was this application completed by the applicant personally
Select

☐ No - Selecting “no” will allow you to enter the information of the person completing the form

Answer: __________________________________________________________

Answer: __________________________________________________________

☐ Yes

Does applicant have any specialized skills training or experience with fire-arms and explosives or nuclear matters including biological or chemical substance
Select

☐ No
☐ Yes - Please note if selecting yes, please list “basic firearms training” or more specific information if applicable

Answer: __________________________________________________________

- This area intentionally left blank -

Continue to next page
Has applicant ever been enlisted in military service
Select

☐ No
☐ Yes – Please note if selecting yes, you must enter the requested information and select “yes” to the previous question regarding specialized skills training or experience with fire-arms and explosives or nuclear matters including biological or chemical substance

In which country: ________________________________________________________________

Service: ________________________________________________________________

Rank: ________________________________________________________________

Occupation: ________________________________________________________________

Dates: _________ / _______ - _________ / _______ (Month/YYYY to Month/YYYY)

Has applicant been a member of a professional, civic or charitable organizations or do you cooperate/cooperated with any of these organizations
Select

☐ No
☐ Yes – Please note inclusion of any charity or organization which could possibly be considered controversial or a threat to the Russian government or people may result in applicant’s visa application being denied

Answer: ________________________________________________________________

Has applicant ever been involved in armed conflicts either as a member of the military service or a victim
Select

☐ No
☐ Yes – If the answer is yes, you will have to provide all information about the armed conflict you were involved

Answer: ________________________________________________________________

Click on “Next” button
Has applicant ever attended any educational institutions, excluding secondary school
Select (College, University or other greater than High School)

☐ No
☐ Yes – Enter applicant’s college or other education training information- including address and phone. School details such as address and main phone number can generally be found by performing a web search

Name: _______________________________________________________________________

Course of study: _______________________________________________________________________

Address: _______________________________________________________________________

Phone: _______________________________________________________________________

Date of admission: _______ / _______________ / _______________ (DD/Month/YYYY)

Date of graduation: _______ / _______________ / _______________ (DD/Month/YYYY)

- This area intentionally left blank -

Continue to next page
Has applicant ever changed their place of employment before entering the current job
Select

☐ No
☐ Yes – Enter applicant’s two most recent employers not including the current employer, that information will be entered later; if applicant was employed at the same employer for many years, applicant’s details must still be completed in this section even if it was a job from high school; primary employer details such as address and main phone number can generally be found by performing a web search

Company Name: ____________________________________________________________

Address: ________________________________________________________________

Position: _________________________________________________________________

Phone number: ____________________________________________________________

Chief’s surname (manager last name): _______________________________________

Date of joining: ______ / ____________ / ___________ (DD/Month/YYYY)

Date of dismissal: ______ / ____________ / ___________ (DD/Month/YYYY)

After entering the most recent previous employer, click the “add” button to enter the next previous one.

Click on “Next” button

- This area intentionally left blank -

Continue to next page
Has applicant ever been issued a Russian Visa
Select

☐ No
☐ Yes – If the answer is "yes" you must list all the visas applicant has ever been issued. You should only enter one visa per field. In order to add more visas, please use the option "Add" button

Visa 1; Where: ________________________________________________

When: _______ / ___________ / ___________ (DD/Month/YYYY)

Visa 2; Where: ________________________________________________

When: _______ / ___________ / ___________ (DD/Month/YYYY)

Visa 3; Where: ________________________________________________

When: _______ / ___________ / ___________ (DD/Month/YYYY)

Has applicants passport ever been lost or stolen
Select

☐ No
☐ Yes

- This area intentionally left blank -

Continue to next page
List all countries applicant visited in the last ten years and indicates the date of visit
Select a country and date of visit, and then click the “Add” button to add the next. Repeat as needed. If applicant visited many countries, generally the latest five entries are enough.

Country 1: __________________________________________________________

Dates: _______ / _______ - _______ / _______ (Month /YYYY to Month /YYYY)

Country 2: __________________________________________________________

Dates: _______ / _______ - _______ / _______ (Month /YYYY to Month /YYYY)

Country 3: __________________________________________________________

Dates: _______ / _______ - _______ / _______ (Month /YYYY to Month /YYYY)

Country 4: __________________________________________________________

Dates: _______ / _______ - _______ / _______ (Month /YYYY to Month /YYYY)

Country 5: __________________________________________________________

Dates: _______ / _______ - _______ / _______ (Month /YYYY to Month /YYYY)

Has applicant been issued with a passport of the country other than the passport that is indicated in the electronic visa application form
Select

☐ No
☐ Yes – If selecting yes please select country(s) from the drop down list.

Answer: ________________________________________________________________

Click the “Next” button to add another country

Click on “Next” button
Applicant’s Father full name

Answer: ____________________________________________________________

Applicant’s Mother’s full name

Answer: ____________________________________________________________

Applicant’s permanent address
Enter the address where applicant lives

Street Address: ____________________________________________________

City, State, Zip, Country: ____________________________________________

Phone, fax, email: __________________________________________________

Does applicant work (study) at the present time
Select

☐ No

☐ Yes – If applicable enter RETIRED, STUDENT or HOUSEWIFE if needed, list address as current home address

Employer Name: ____________________________________________________

Street Address: ____________________________________________________

City, State, Zip, Country: ____________________________________________

Phone, fax, email: __________________________________________________

- This area intentionally left blank -

Continue to next page
Does applicant currently have relatives in Russia

Select

- [ ] No – Answer “No”, unless applicant currently has relatives living in Russia
- [ ] Yes if you currently have relatives in Russia. If the answer is yes, you must indicate them; you must only enter the information regarding one relative per field; in order to add information regarding other relatives, please use the option “Add”

Surname (last name): ___________________________________________________________

First name: _________________________________________________________________

Relation: ________________________________________________________________

Date of birth: ______________________________________________________________

Street Address: _____________________________________________________________

City, State, Zip, Country: ____________________________________________________

Click on “Next” button
Select the location where applicant will be applying for their visa
Select “Visa Application Center ILS (Washington)”

Click the “Next” button

Review the answers on the “Visa details” overview; correct any errors if needed by choosing EDIT then, click on SAVE at the bottom of the form; you should see a page saying “Application successfully completed” along with printing instructions

Scroll to the bottom of the page and click “Print Letter” – don’t forget applicant’s signature and date on the third page of the printed application in blue or black ink; the signature should be similar to that in the passport

- Application complete -