

OBTAINING A VISA FOR RUSSIA

This procedure in English is for all countries except **France, Holland, or Spain**. If you live in one of those three countries, please contact us for the appropriate services.

Please send the application to us by mail using a tracking service **60 TO 45 DAYS BEFORE DEPARTURE** at the latest (the deadline will depend on the service you request or require). Include your **order number on a separate piece of paper** in the packet.

4 WHAT YOU NEED TO PROVIDE FOR THE VISA

If you have reserved **any pre- or post-cruise accommodations** on your own, please send us **the invitation letter and hotel reservation receipt**.

1. YOUR ORIGINAL, UNDAMAGED PASSPORT (WITH NO RIPPED PAGES)

- With at least 4 consecutive pages free of any markings
- Valid at least 6 months beyond your return date
- Please make sure your gender is correct: Female or Male
- Please check the spelling of your last names and first names
- Make sure your passport(s) have been signed

PLEASE NOTE: The embassy **will refuse your visa request if your passport is damaged**, and any expenses you have paid will not be reimbursed. Moreover, obtaining a valid visa does not guarantee entry into Russia; this decision will be made by immigration officers at the borders. People arriving with passports in unacceptable conditions can be refused entry to the country and will be sent back to the country where they began their travels. It is your responsibility to maintain your passport in good condition because neither your embassy nor CroisiEurope can be held responsible for any inconvenience caused by the use of a passport in poor condition.

2. A COPY OF YOUR PASSPORT (the page with your photo)

3. OFFICIAL VISA REQUEST FORM (one per person)

- Must be filled out on the Ministry of Foreign Affairs of the Russian Federation website: <http://visa.kdmid.ru>
- To be printed in color or in black and white. Must be dated and signed using a black ballpoint pen. The signature and date must not touch the sides of the signature box and must be the same signature as in your passport.

To fill out this form, please see page 3 of this document **“HOW TO FILL IN YOUR RUSSIAN VISA REQUEST ONLINE”**. Please note: When you fill in your form online, please put the day before and **the day after your trip to Russia as your vacation dates**. **No photocopies, faxes, or requests printed on colored paper will be accepted.**

4. A RECENT ID PHOTO (an official passport or national ID card photo)

- **SCANNED OR PHOTOCOPIED PHOTOS WILL BE REFUSED!**
- RECENT 3.5 x 4.5 cm photo of your face, in color with a white background (standard European passport format). If you wear glasses, you are not obliged to wear them in your photo. If you choose to wear them for your photo, your eyes must be visible with no dark lenses and no flash reflections on the lenses.
- Please glue your photo to the form.

SPECIAL INSTRUCTIONS IF YOU ARE TRAVELING WITH MINORS

If minors are traveling without either of their parents and their last name is different from the last name of the adults traveling with them, please also provide with your request:

- Photocopies of the passports (or national ID cards) of both parents
- A photocopy of each minor's birth certificate
- A written letter for each child "authorizing their child [full name] to travel with [full name] for the trip to Russia from [date] to [date]" **that MUST BE SIGNED BY BOTH PARENTS**

If you are traveling with your child(ren) and you are divorced:

- A photocopy of the official court document stating you have exclusive custody of your child(ren)

EXPRESS OR IN-ADVANCE VISA EXPENSES

You can obtain your visa(s) under **express (less than 45 days before departure) or in-advance services (before 60 days before departure)** for an additional cost of €100 (return shipping included) - please request the express or in-advance form to complete and send it to us by mail along with the completed forms and documents (passports and official visa request forms).

OPTING TO REQUEST VISA YOURSELF

For those who would like to request the visas through other channels:

In order to provide the required documents to you (invitation letter, insurance certificate), please send the following to us by mail or email:

- The "Refusal of Service" form duly completed and signed
- A photocopy of your passport(s) (faxes are not excepted)

We'd like to point out that there is a delay of 2 weeks for us to send these to you.

IMPORTANT: Please send us a copy of your visa(s) as soon as you have received them.

SENDING DOCUMENTS

Please carefully check each document before sending the completed request to the CroisiEurope agency that is responsible for your reservation.

If you reserved at:

One of our French agencies , please send your visa request package to: CROISIEUROPE SERVICE VISA 12 rue de la Division Leclerc 67080 STRASBOURG visa@croisieurope.com	Our Swiss agency in Lausanne , please send your visa request package to: CROISIEUROPE LAUSANNE VISA Avenue de la Gare 50 Case Postale 1541 - 1001 LAUSANNE lausanne@croisieurope.com	Our Belgian agency in Brussels , please send your visa request package to: CROISIEUROPE BRUXELLES VISA Rue Ravenstein, 56 1000 BRUXELLES bruxelles@croisieurope.com
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We cannot be held responsible for any incomplete request which is sent to us outside of the given deadlines.

PLEASE NOTE: If the **deadlines** for sending the passports are not **respected**, we will bill you for **"Express Visa Fees" costing €100/person, beginning 45 days before your departure.**

HELPFUL INFO: HOW CAN I FILL OUT MY RUSSIAN VISA REQUEST ONLINE?

PLEASE NOTE:

1. The site is in English.
2. You can go back and correct any information by clicking on the “Previous” icon at the bottom of each page.
3. The fields with a small red star are mandatory.
4. You can type in uppercase or lowercase letters.
5. Cross-outs or corrections made by hand on the form will not be accepted. Modifications can only be made by changing your request online (see bottom of page).

PAGE 1

Log on to the site to begin your visa request: <http://visa.kdmid.ru>

- In the “Country” box, choose the country where you will be applying for your visa.
- In the “Hints and help language” box, choose “English”

At the bottom of the page, click on “I have read this information”

Then, click on “Complete new application form”.

PAGE 2

- In the “Password” box, you must put “Croisieurope1” (with the first letter capitalized and the remainder of the word in lowercase letters), because we will need to access your form online in order to verify the data that doesn’t appear on the printed form.
- In the “Confirm password” box, type in the password “Croisieurope1” again (with the first letter capitalized and the remainder of the word in lowercase letters).
- Type in the code that appears in the image (pay careful attention to uppercase and lowercase letters).

Then click on “Validate”.

PAGE 3

Cave your visa application form in .pdf form by clicking on “Print the electronic visa application form ID*” and then click on “Next”.

* This ID helps you access your online form again in the case of an error (see bottom of page).

PAGE 4 - The information on the requested visa

- “Nationality”: indicate your **nationality** using the drop-down list.
- Put “No” if you’ve never had Russian or a former USSR-country nationality at one time or another in your life.
- For “Purpose of the visit (Section)”, choose “Tourism”.
- For “Purpose of the visit” (second line) choose “Tourism” again.
- For “Visa category and type”, choose “Common tourist”.
- For “Number of entries” choose “Single”.
- Enter your date of entry into Russia using the day/month/year format (please put one day before your trip to Russia begins).
- Enter your exit date from Russia (please put one day after your trip to Russia ends).

For example, if your trip is from September 11 to September 22 (11/09 to 22/09), put the following dates on the online form: September 10 to September 23 (10/09 to 23/09).

Click on “Next”.

PAGE 5 - Personal information

- Under “**Surname (as in passport)**”, write your last name as it appears exactly in your passport.

If you have ever been known under another name (maiden name, pseudonym, etc.), choose yes under the question “Have you ever had other names (maiden name, pseudonym, holy order etc.)?” and write out the full name.

You may add more names by clicking on the “add” button.

Please note: For married women, it is possible that the Russian government will issue your visa under your maiden name only if it appears on your passport. This will not pose a problem for the Russian authorities.

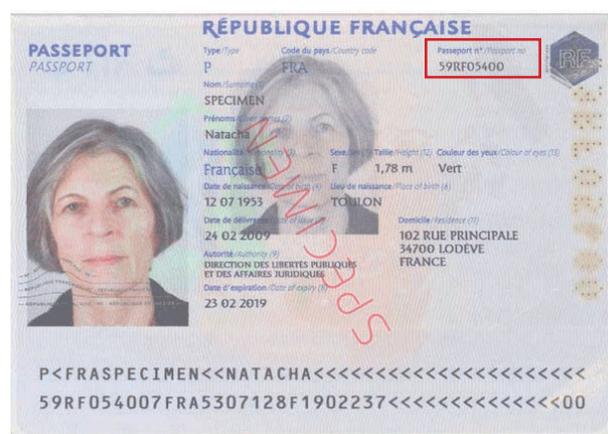
- Under “**First name, middle names, patronymic names (as in passport)**”, fill in these names exactly as they appear on your passport.
- Don't forget to add any **maiden names and/or pseudonyms**
- Indicate your “**Sex,**” **MALE** or **FEMALE**, from the drop-down list
- Indicate your “**Date of birth**” as DD/MM/YYYY
- Write your “**Place of birth**” exactly as it appears in your passport
- Answer the question “**No/Yes**” if you were born in Russia

Click on “Next”.

PAGE 6 - Passport information

- Under “**Passport number**”, write your passport number exactly as it appears in your passport
- Indicate the “**Date of issue**” for your passport as DD/MM/YYYY
- Under “**Date of expiry**”, put the date your passport expires (your passport must be valid for 6 months beyond your return date from this trip)

Click on “Next”.



PAGE 7 - L'information de votre séjour

- Under “**Which institution you are going to visit?**” choose “**Travel company**” from the drop-down list.
- Under “**Name of organization**” write “**VODOHOD**”.
- Under “**Address**” write “**MOSCOW**”.
- Under “**Reference number**” write “**002057**”.
- Under “**Confirmation number**” write “**002057**”.
- For “**Itinerary (places of visit)**” put the Russian city you will arrive in (ex: **Moscow**), then click on “**add**” and put the Russian city you will end your trip in (ex: **Saint Petersburg**). Your cities may be in the reverse order depending on your cruise.
- For “**Medical insurance**” indicate “**Yes**” and in the “**Provide details**” box, you **MUST** write “**EUROPASSISTANCE 58 224 397**” as this is the insurance included in your travel package during your trip to Russia.
- Answer the question “**Have you ever visited Russia?**” with the appropriate “**No/Yes**” response. If you have visited Russia before, answer the question “How many times have you been to Russia?” and put the date of your last trip in the DD/MM/YYYY format.

Click on “Next”.

PAGE 8 - Miscellaneous information

- Do you have a permanent residential address? put “**Yes**”
- Under “**Your permanent address**” you must put your current address (street, city/town, zip code). Your telephone number, fax number and email address are optional.
- “**Do you work (study) at the present time?**”
 - Answer according to your situation, putting “**No**” if you are retired or unemployed at the moment.

- If you are working or studying, put **“Yes”** and indicate the name of your employer/school, your position/grade, the **employer/school address and the telephone number (ALL MANDATORY)**; the fax number and email address are optional.
- For **“Children under 16 years and other relatives written in your passport and traveling with you”** indicate “yes” in this field if you are traveling with children under the age of 16 and/or other relatives WHO ARE WRITTEN IN YOUR PASSPORT ONLY, otherwise select “no”. If the answer is yes, you must provide additional information.
- Under **“Do you currently have relatives in Russia”** choose the appropriate **“Yes/No”** answer according to your situation.

Click on **“Next”**.

PAGE 9 - Selecting the location where you will be applying for your visa

- Under **“Destination name”** select **“Visa Application Center VHS (Strasbourg)”** if you have reserved your vacation at one of our agencies in France. If not, answer the question according to where you’ll be applying for the visa in another country.

Click on **“Next”**.

PAGE 10

Verify the information you have provided. If you need to correct anything, you can click on the “Edit” button at the bottom left of the information and move back and forth between the pages using the “Previous” and “Next” buttons. Once all of the information is correct, please click on **“Save and submit”**.

PAGE 11

To print your application, choose **“Le formulaire en Format A4”** at the bottom of the page. If the message **“Would you like to open or save this file?”** appears, you can click on **“Open”** to see it or **“Save”** to download it.

Print your form, and then date it and sign it
USING A BLACK PEN. Your signature must not touch or exceed the sides
of the signature box
Glue your photo to the form

You can print the form either as two pages or one printed on both sides. If you have two separate pages, please staple them together.

HELPFUL INFO: PROCEDURE FOR MODIFYING YOUR FORM ONLINE ONCE IT’S COMPLETE/PRINTING AND SAVING ONLINE

1. Return to the website <http://visa.kdmid.ru>;
2. Click on **“Open previously completed application”** at the bottom of the screen;
3. Enter your previously saved **form number**, and click on **“Retrieve electronic visa application form”**;
4. Enter the first **5 letters of your last name**;
5. Enter **only the year you were born** (not your full date of birth);
6. Enter your **password** (“Croisieurope1” if you have carefully followed our instructions);
7. Click on **“Get new draft ID”**;
8. After writing down or printing out your new application number, click on **“Next”** to modify your application. Make sure you save or write down your new form number before clicking on “Next.” **You can now modify your formula and print it again.**