

US Visa Connection - Step By Step Russia Online Visa Application Guide

The instructions below are tips to help you with the Online Visa Application. Please do not leave any fields blank on the application. This is important because blank fields may cause a delay in the issuing of your visa. Filling all fields is mandatory including job and school history. If a field is not applicable then enter NA.

To complete the Russia Online Visa Application, you will need Adobe Reader 6.0 or higher.

[Click here to download Adobe Reader free version](#)

The Online Russian Application will function only with Internet Explorer Version 7.0 and above or Mozilla Firefox 3.6 and above. Browsers such as Chrome and Safari are not compatible with the Online Russian Application.

Step One:

Select country where you will be applying for your visa: United States.

Step Two:

REGISTRATION

In your first step of the application, you will get a page containing an application ID number.

You **MUST** print this screen and send a copy of this page to US Visa Connection along with your application.

You will be asked to create a password. Write the password that you chose on this paper.

If we do not receive this information your application could be delayed if corrections or amendments to your application are required.

Step Three:

FILLING IN THE APPLICATION

Select Nationality: Select your nationality from the drop down menu.

Purpose of Visit: From the three drop menus select your reason for going to Russia.

Number of Entries: Select number of entries based on how many times you will actually cross into Russian territory. Single, Double or Multiple entries.

Date of Entry: Provide the exact date of entry into Russia.

Date of Departure: Provide the exact date of departure from Russia.

Select **NEXT** to Continue

Surname/Last Name: As it appears in your passport (please include any suffix, i.e Jr, Sr etc).

First Name, middle name, patronymic: As it appears in your passport.

Note: "Patronymic" refers to any middle names that are in your passport.

Other Names: List all other names you have used in the past, enter one name per field.

Use the "ADD" button if necessary.name per field.

Sex: Enter your gender.

Date of Birth: Enter your date of birth DD/MM/YYYY.

Place of Birth: Enter your place of birth, as shown in your passport.

If you were born in Russia answer "YES" and enter the name of the country which you immigrated to and the date you immigrated.

Marital Status: If you have/had been married provide spouse's information

Select NEXT to continue

Type of Passport: Select TOURIST (normal) passport unless you have a diplomatic or official passport.

Passport Number: Enter your passport number exactly as it appears in your passport.

Date of issue and expiration: Enter exactly as shown in your passport. Please note your passport must be valid 6 months beyond your return date from Russia in order to acquire a Russian Visa.

Passport Issued by: Authority that issued your passport (EX. USA, US State Dept., Canada, etc).

Select NEXT to continue.

Which institution are you going to visit: Travel Company or hotel name and address that gave you your Invitation. If UVC is ordering Invitation for you, put the word "Atlanta" here.

Tourist Company Reference Number: Number of the Tourist Organization/Hotel that gave you your invitation. Normally Six Digit number on the invitation. If UVC is ordering Invitation for you, put six zero's here.

Number of Confirmation: Please enter the numbers located on top of the invitation (normally 4-5 digits).

Itinerary: List all cities to be visited in Russia. Use the "ADD" button to enter more cities.

Medical Insurance: Please check "yes" or "no". Specify the name of your insurance provider if checked 'yes'. Proof of insurance coverage is required for non US citizens only.

Who Will Pay for Trip and Stay: Select Independently if you paying for yourself, minors select Other Individual if parents are paying and fill in parent information.

Name, full address and phone number of the hotel(s) in Russia that you plan to stay in: For Tourist visits you must provide the name of the hotel(s) you will be staying in, if you are providing the Tourist Invitation Letter on your own the information will be listed under accommodation on the voucher, if Travel Document Systems is providing the Tourist Invitation list the hotel(s) you will be staying in. **TOURIST MUST PROVIDE A HOTEL NAME.** Use the "ADD" button to enter more places of stay.

Select NEXT to continue

Have you ever been arrested or convicted: If you answer "YES" please provide a Police Report.

Answer "YES or "NO" to all other questions on this page: Note: you must list your specialized skills or experience related to fire arms IF your current job requires fire arms training or you answered "YES" to the questions: Have you ever performed military service? And have you ever been involved in armed conflicts?

Select NEXT to continue

List all educational institutions you have attended: This field is mandatory. You can list two institutions (University or College) including their names, addresses and date of admission and graduation. To add a second institution use the "ADD" button.

List your last two places of work, excluding the current one: This field is mandatory. If you have changed your job you must list a maximum of two previous places of work. Use "ADD" button to enter a second place of employment.

Select NEXT to continue

Have you ever been issued a Russian visa before: If you answer "YES" list the approximate Month, Year and country in which it was issued.

Has your passport ever been lost or stolen: Select "YES" or "NO"

Countries you have visited in the last 10 years: If you answer YES, list all countries you have visited to the best of your memory. List all countries in your current passport which have an entry/exit stamp.

List all countries which have ever issued you a passport: Select yes if you have been issued a passport from a country other than the one you are using for this application.

Select NEXT to continue

Parents Information: List the names and dates of birth of your parents. You can use either your mother's maiden or married name.

Home Address: Provide full street address, city, state and zip code, phone and fax number and email address.

Present occupation, name and address of employer: Provide your employment information with the full address and phone number of your company and your title.

If Retired list "Retired" plus FULL home address Street, City, State, Zip code, phone number and Email Address.

If Homemaker list "Homemaker" plus FULL home address Street, City, State, Zip code, phone number and Email Address.

If Student list "Student" plus FULL name and address of the school you currently attend.

Do you currently have relatives in Russia: Unless you have Russian relatives residing there answer “NO”

Select NEXT to continue

Select the location where you will be applying for your visa: US Visa Connection has offices and affiliates across the country and Canada, but we process all Russia Visa Applications through our Houston office. From the dropbox, choose "HOUSTON ILS".

Select NEXT to continue

The next screen is a summary of all the information you have added, check all the details for accuracy, use the “edit” button to make any corrections, once you have made any corrections (if necessary) Save your application by pressing the “SAVE” button at the bottom of the screen.

The next screen will give you printing options A4 or Print Letter as well as being able to add a new application if you have a travel companion.
Please select "Print Letter".

SIGN and DATE your application in the designated area, below the signature line. **DO NOT** correct by handwriting the answer. NO handwriting on the application is allowed except your Signature and date, if you need to make a correction/edit use the log in information and print the corrected version.



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