

## HOW TO APPLY FOR A RUSSIAN VISA

Dear applicants,

In order to obtain a Russian visa it is recommended to apply through the official **Russian Visa Centers** established to enhance the quality of service, as well as to facilitate visa procedure. Russian Visa Centers in India are located in New Delhi, Chennai, Kolkata and Mumbai.

Russian Visa Centers operated by VFS Global are designated by the Russian Consular Institutions and are fully capable of accepting and processing documents required for a Russian visa forwarding them to the Russian Consular Offices from any individuals, organizations or companies (including travel agencies). Visa Centers can consult clients on visa application forms and other required documents, processing fees, time and other visa formalities.

The final decision to issue or refuse a Russian visa lies with the respective Russian Consular Institutions.

Companies and organizations, including travel agencies and any other entities applying for visas on behalf of customers or employees, regardless of the purpose of visit to Russia, must apply through the Visa Centers only. Individual foreign citizens have the right to apply directly to the Consular Division of the Embassy of the Russian Federation or the nearest Consulate General of the Russian Federation to obtain a visa for themselves and the closest relatives by **making a prior appointment**.

Certain categories of applicants including diplomats and officials can apply directly to the Russian Consular Institutions.

Russian Visa Centers in India collect service fee. The service fee is separate from the consular fee payable to the Russian Consular Institutions.

If you have any complaints or comments against Russian Visa Centers in India you may address the Consular Division of the Embassy of the Russian Federation at Shantipath, Chanakyapuri, New Delhi-110021, or to the following email: [indconru@gmail.com](mailto:indconru@gmail.com)

Your questions and comments will be carefully considered for a comprehensive response.

**New Delhi:** Shivaji Stadium Metro Station , Baba Khark Singh Marg, Cannaught Place , Delhi -110001

**Mumbai:** Urmi Axis Building, Third Floor, Behind Famous Studio, Opp. E Moses Road, Mahalaxmi (West), Mumbai – 400 011

**Chennai:** No74, 2nd Floor, Fagun Towers, Ethiraj Salai, Egmore, Chennai-600008, India.

**Kolkata:** 5th Floor, Rene Tower, Plot No. AA-I, 1842 Rajdanga Main Road, Kasba, Kolkata-700107. India.

## **Working hours**

**To apply:** 09:00 - 15:00 Monday – Friday.

**To receive passports back:** 15:00 – 17:00 Monday – Friday.

**Email:** [info.russiain@vfshelpline.com](mailto:info.russiain@vfshelpline.com)

Tel.:022 67866057 (both Russian and English languages) 09:00 - 17:00. Monday – Friday.

Web-site: [www.vfsglobal.com/Russia/India](http://www.vfsglobal.com/Russia/India)

## **GENERAL RULES**

1. Permission to enter the Russian Federation is a courtesy of the State. The Embassy has the right to deny a visa with no explanations.
2. All legally capable applicants are to submit their documents in person.
3. Visa Charges are collected in accordance with the tariff established and published by the Embassy. Full tariff is available at the Visitor Section of the Consular Division.
4. Visa charges are paid to the Cashier of the Visa Section upon the Visa Officer's direction and in cash only. A receipt is issued to the applicant.
5. No refund will be done in case a visa is denied or granted for a shorter validity period than applied for.
6. The responsibility to check the receipt lies with the applicant. The receipt contains the amount paid, the type of visa and the tentative delivery date.
7. The receipt, given by the Cashier of the Visa Section after paying the visa fee, is to be presented to collect the passport on the delivery date.
8. The responsibility to check the personal data and other information in the visa lies with the applicant. Mistakes in the visas are rectified by reissue on the spot only if detected at the time of delivery, otherwise a new application for a new visa is due.
9. Visas are reissued at the expense of the side responsible for the mistakes.

## **IN ORDER TO BE CONSIDERED FOR ISSUE OF A RUSSIAN VISA EACH APPLICANT IS TO SUBMIT:**

1. application form duly filled-in via [visa.kdmid.ru](http://visa.kdmid.ru), printed out on A4 page and endorsed by the applicant's personal signature in the designated area;
2. recent passport-size (35x45 mm) photograph of the applicant of standard layout, resolution and contrast pasted in the designated area of the form;
3. passport with validity of six months or more beyond the date of tentative visa expiry;
4. visa support documents corresponding to the purpose of visit as listed below.

## **TOURISM**

tour confirmation issued by a Russian travel agent certified to receive foreign tourists by the Federal Tourism Agency.

## **BUSINESS**

one of the following:

formalised business invitation issued by the Ministry of Home Affairs of the Russian Federation upon the inviting company's application;  
official invitation letter issued by Russian Chamber of Commerce and Industries on behalf of the inviting company;  
official invitation letter issued by Russian Union of Industrialists and Entrepreneurs on behalf of the inviting company;  
official invitation letter issued by Russian Public Organization of small and medium enterprises "OPORA Rossii" on behalf of the inviting company;  
official invitation letter issued by Russian Union of Manufacturers on behalf of the inviting company;  
business invitation letter from the inviting company.

## **WORK**

formalised work invitation issued by the Ministry of Home Affairs of the Russian Federation upon the employer's application.

## **STUDY**

one of the following:

formalised study invitation issued by the Ministry of Home Affairs of the Russian Federation upon the inviting educational institution's application;  
invitation letter from the inviting educational institution.

## **CULTURAL AND SCIENTIFIC COOPERATION**

one of the following:

formalised invitation issued by the Ministry of Home Affairs of the Russian Federation upon the inviting entity's application;  
invitation letter from the inviting entity.

## **PRIVATE VISITS**

formalised private visit invitation issued by the Ministry of Home Affairs of the Russian Federation upon the inviting person's application.

## **TRANSIT**

confirmed tickets to enter and depart the Russian Federation;  
hotel booking.

**ATTENTION!** There are resources in the Internet that offer to purchase "invitations" to enter the Russian Federation for various purposes. Please be informed that according to the Russian legislation selling or purchasing of such documents via Internet is illegal, "invitations" obtained via Internet cannot serve as valid basis to obtain a Russian visa and will not be accepted by the Consular Division of the Embassy. Carefully the information above and follow these simple instructions to obtain your Russian visa.

Please be advised that violation of Russian legislation or overstaying in the territory of the Russian Federation can result in prohibiting a foreign citizen or a stateless person from entering the Russian Federation in future. Information on such restrictions is available on the official web-site of the Ministry

of Internal Affairs of the Russian Federation.

With reference to the Order of the President of the Russian Federation №538 dated November 28, 2015 and subarticle 1, Article 10 of the Agreement between the Government of the Russian Federation and the Government of the Turkish Republic on terms of mutual visits by citizens of Russia and Turkey dated May 12, 2010 the provisions of the said Agreement are suspended with regard to trips by citizens of Turkey in possession of ordinary foreign passports.

The Agreement remains in force for the following Turkey nationals:

1. citizens of Turkey holding temporary or permanent residence permits on the territory of Russia;
2. citizens of Turkey holding valid service and special passports who have been assigned to diplomatic representations and consulates of the Turkish Republic on the territory of Russia, and their family members;
3. citizens of Turkey holding valid service and special passports on short-term trips not exceeding 30 days;
4. citizens of Turkey holding seamen passport and enter Russia on the basis of the crew list or extracts from the crew list.