

## Russian Visa Checklist

USCCC can process Business Visas and Tourist Visas. A Business Visa is issued to a person who is invited to Russia for business. A Tourist Visa is issued to a person who comes to Russia for sightseeing, visiting family members/friends or other private purposes.

Please call us before sending the documents. Once we have confirmed that you have all documents, assemble all of the following documents and send it to our office at:

ATTN: Mai Hoang  
U.S.-China Chamber of Commerce  
55 W. Monroe Street, Suite 630  
Chicago, IL 60603  
Phone: (312) 368-9911

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### **For Business Visa:**

- Valid passport
  - The expiration date must be greater than six months from the date of entry for the visa you are applying for
  - There must be at least three blank pages
  
- Completed and Signed Application Form
  - The application can be filled out electronically at: <https://visa.kdmid.ru/>
  - Select country where you will be applying from (U.S.) and language preference
  - Check the box located at the bottom of the page marked "I have read this information" then click "complete new application form" button.
  - Choose a security question, be sure to write down question and answer to log back into application. Complete the security CAPTCHA then click "Submit"
  - **Print out or manually save application ID and password**, and send this information along with your application materials.
  - The entire application must be filled out. Visa information, such as type, number of entries, itinerary in Russia, places/organizations to be visited, must match the **official** invitation from Russia. If you do not have the official invitation letter yet, then leave the sections about the invitation letter blank. We will complete that section once your invitation letter is received.
  - When you select the visa issuing office at the end of the application, select the **ILS Washington DC** office.
  - Print the application properly.
    - You will need Adobe®Reader to open the file. Once you open the file in Adobe® Reader, use the file menu and click print.
    - In the printing menu, set page scaling to "None", do not check Auto-Rotate and Center, and do not check "Chose Paper Source by PDF page size".

- Two recent passport-style color photos, with full face, front view, no hat, and against a plain white background.
  - It should be about 2x2 inches
  - It must be on glossy photo paper
  - You cannot wear glasses in your photo
  - Go to your local CVS, Walgreens, or Kinko's to get your picture taken
  
- An official invitation from the Russian Foreign Ministry or its regional representatives or from the Russian Ministry of Interior (Voucher)
  - If the official Russian visa invitation was submitted directly to the Embassy of Russia or the Russian Consulate, send us a record of the telex visa invitation number and date it should be received by the Consulate.
  - If you do not have an invitation letter, **we can apply for the invitation letter for you.** It will take an additional few days to process your visa. If you request a shorter visa (i.e. one month single entry visa), it will take a shorter time to process the invitation letter. Please email us a clear, color copy of the applicant's passport and completed application as soon as possible, so we can request the voucher prior to receiving the complete application package.
  - **If you have already obtained an invitation letter from the Russian Foreign Ministry, we must have the original letter.**
  - Your visa will be issued for the date of entry listed on your application and the official invitation letter. If your flight changes to an earlier date, you must reapply for a new visa. If your flight changes to a later date, you can still use that visa.
  
- Travel Itinerary or a Copy of a Plane Ticket
  
- Fee Schedule
  - Should include a return address, type of visa, type of service, shipping information (FedEx or UPS Account Number or USCCC account), and payment information

**Non-U.S. Passport Holders Must Include:**

- A copy of a green card or valid US visa

\*Please note that the Russian Consulate may request additional documents and the processing time maybe longer

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**For Tourist Visas:**

- Valid passport
  - The expiration date must be greater than six months from the date of entry for the visa you are applying for
  - There must be at least three blank pages
  
- Completed and Signed Application Form
  - The application can be filled out electronically at: <https://visa.kdmid.ru/>
  - Select country where you will be applying from (U.S.) and language preference
  - Check the box located at the bottom of the page marked "I have read this information" then click "complete new application form" button.
  - Choose a security question, be sure to write down question and answer to log back into application. Complete the security CAPTCHA then click "Submit"
  - **Print out or manually save application ID and password**, and send this information along with your application materials.
  - The entire application must be filled out. Visa information, such as type, number of entries, itinerary in Russia, places/organizations to be visited, must match the **official** invitation from Russia. If you do not have the official invitation letter yet, then leave the sections about the invitation letter blank. We will complete that section once your invitation letter is received.
  - When you select the visa issuing office at the end of the application, select the **ILS Washington DC** office.
  - If you apply for a multiple entry visa, you are required to submit two applications.
  - Print the application properly.
    - You will need Adobe®Reader to open the file. Once you open the file in Adobe® Reader, use the file menu and click print.
    - In the printing menu, set page scaling to "None", do not check Auto-Rotate and Center, and do not check "Chose Paper Source by PDF page size".
  
- Two recent passport-style color photos, with full face, front view, no hat, and against a plain white background.
  - It should be about 2x2 inches
  - It must be on glossy photo paper
  - You cannot wear glasses in your photo
  - Go to your local CVS, Walgreens, or Kinko's to get your picture taken
  
- An Official Tourist Support Letter (Voucher)
  - If the official Russian visa invitation was submitted directly to the Embassy of Russia or the Russian Consulate, send us a record of the telex visa invitation number and date it should be received by the Consulate.
  - If you do not have an invitation letter, **we can apply for the invitation letter for you**. It will take an additional few days to process your visa. If you request a shorter visa (i.e. one month single entry visa), it will take a shorter time to

process the invitation letter. Please email us a clear, color copy of the applicant's passport and completed application as soon as possible, so we can request the voucher prior to receiving the complete application package.

- **If you have already obtained an invitation letter from the Russian Foreign Ministry, we must have the original letter.**
- Your visa will be issued for the date of entry listed on your application and the official invitation letter. If your flight changes to an earlier date, you must reapply for a new visa. If your flight changes to a later date, you can still use that visa.

Travel Itinerary or a Copy of a Plane Ticket

Fee Schedule

- Should include a return address, type of visa, type of service, shipping information (FedEx or UPS Account Number or USCCC account), and payment information

**Non-U.S. Passport Holders Must Include:**

A copy of a green card or valid US visa

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# UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

## Russian Visa Application Fee Schedule

Name (First, Middle, Last) \_\_\_\_\_

Company \_\_\_\_\_

Return Address\* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Type of Address:  Residential  Commercial/Industrial

For Residential Delivery Only \*\*– Signature Required:  Yes  No

\*FedEx and UPS cannot deliver to a P.O. Box address.

\*\*Unless requested otherwise, adult signature is required. A person must be present to receive the package. Additional charges may be applied by FedEx /UPS.

Visa Type and Fee	Quantity	Unit Price	Amount
<b>Consular (Third Party)</b>			
<b>Business Visa Fee</b>			
Three Months Double Entry Visa		\$360	
Three Months Double Entry Visa and invitation letter (Telex)		\$610	
One Year Multiple Entry Visa		\$623	
One Year Multiple Entry Visa and invitation letter (Telex)		\$923	
Three Year Multiple Entry Visa		\$530	
Three Year Multiple Entry Visa and invitation letter (Telex)		\$590	
<b>Tourist Visa Fee</b>			
One Month Single Entry Visa and invitation letter (Telex)		\$410	
Three Years Multiple Entry Visa and invitation letter (Telex)		\$420	
<b>USCCC</b>			
Processing Fee		\$350	
<b>Shipping</b>			
<input type="checkbox"/> <b>Company/Applicant Shipping Account</b>			
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS Account Number # _____			
<input type="checkbox"/> <b>USCCC Account – Shipping Cost (Estimated)</b>		32.50	
<b>Photo</b> (if applicable)***		3.50	
<b>Sub Total</b>			
<b>Credit Card Processing Fee 4.9% (Input 1 If Paid by Credit Card)</b>		4.9%	
<b>Total</b>			

\*\*\* If photo is not enclosed, please email a high resolution passport style photo to [info@usccc.org](mailto:info@usccc.org) for printing.

Payment Information:

Check enclosed for \_\_\_\_\_

Credit Card:  Visa  MasterCard  American Express

Name as Appears on Credit Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp Date (mm/yyyy) \_\_\_\_\_