



## **3 simple steps to get you a RUSSIA VISA:**

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### **1<sup>st</sup> step:**

**Gather required documents** (as per list of requirements attached) **and kindly fill the forms in** (Visa application at <https://visa.kdmid.ru/PetitionChoice.aspx> and Visa order- form attached).

### **2<sup>nd</sup> step:**

**Send everything to us, we will check your application and lodge it at the Russian Embassy.**

ALL POSTAL DELIVERIES:

**PO BOX 5690**

**LONDON**

**W1A 5UY**

COURIER or IN PERSON:

**Office 325 162-168 Regent Street**

**LONDON**

**W1B 5TE**

### **3<sup>rd</sup> step:**

**After we will collect and check your Visa, we will get in touch to confirm collection and despatch Passport back to YOU.**



## Business Visa Requirements (UK passports)

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- 1 Visa Form completed on line
- 2 Colour Photograph of photo booth quality
- 3 UK Company letter stating the following:
  1. Applicants full Name
  2. Passport Number
  3. Purpose of trip and the name of the company being visited as per the approval.
  4. The exact places to be visited as per the approval.
  5. The applicant's company is financially responsible for the trip.
- 4 Ministry of Foreign Affairs approval either as a 6 digit Telex number, or as a A5 sized paper document. If you are applying for a multiple entry visa and supplying the A5 sized document then you must supply the original.
- 5 Passport with a minimum 6 months left to run from visa expiry date, and 2 clear pages. Officially 2 pages opposite must be clear, or they may be back to back.

### **Important Notice:**

You must answer the questions on the Visa form regarding details of any previous employment and any further education truthfully.

If the applicant has never worked for another employer and/or never studied, then the applicant must type a letter headed to the Russian embassy explaining this and sign it. The signature must match the one in their passport.

PHOTOS MUST BE ON A LIGHT WHITISH BACKGROUND. This is because eventually the applicant's photo will appear on the visa.

The UK Company letter, application form and invite, must all mention exactly the same information in regards to the name of the company the applicant is visiting, and the places to be visited.

**UK Business Letter (Sample)**

Visa Section

[enter name of Embassy]

[enter address of Embassy]

[enter date]

Dear Visa Officer,

This letter is to confirm that the following employee is required to travel to [enter country] for business discussions:

Full name: [enter name as in passport]

Nationality: [enter nationality]

Passport number: [enter passport number]

Passport issue/ expiry date: [enter dates]

Job Title: [enter position in company]

Organisation to be visited: [enter inviting company name and address if known]

Entry date: [enter entry date]

Exit date: [enter exit date]

Validity requested: [enter length of visa required]

Number of entries requested: [single/double/multiple]

Please grant the relevant visa for [enter applicant's name] to travel. We confirm that he/she will be in receipt of a return ticket, he/she is covered by our company insurance policy, and all expenses for his/her journey will be met by [enter company name].

Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,

[Signature]

[Signee's



# Visa Order Form

**RegentVisas**  
Office 325  
162-168 Regent  
St Linen Hall  
LONDON  
W1B 5TE

Company Reg. Number: 4648957  
VAT Number: 849382288

### Contact Details

| Name | Telephone Numbers | Email |
|------|-------------------|-------|
|      |                   |       |

| Delivery Method      | (please tick the service you require) |            |                          | Address: |                          |  |
|----------------------|---------------------------------------|------------|--------------------------|----------|--------------------------|--|
| Special Delivery     | <input type="checkbox"/>              | Collection | <input type="checkbox"/> | Courier  | <input type="checkbox"/> |  |
| Special Instructions |                                       |            |                          |          |                          |  |
|                      |                                       |            |                          |          |                          |  |

| APPLICANT DETAILS ( name and nationality ) | TRAVEL DATE | PASSPORT NUMBER |
|--|-------------|-----------------|
| 1  |             |                 |
| 2  |             |                 |
| 3  |             |                 |
| 4  |             |                 |

### Required VISA and SERVICE details

VISA type and SERVICE type (please write the type of visa and service which you are applying for as per our website.)

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|  |
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### METHODS OF PAYMENT (Please tick)

|              |                          |        |                          |                                      |                          |
|--------------|--------------------------|--------|--------------------------|--------------------------------------|--------------------------|
| CARD PAYMENT | <input type="checkbox"/> | PAYPAL | <input type="checkbox"/> | PAYMENT IN PERSON ( COLLECTION ONLY) | <input type="checkbox"/> |
|--------------|--------------------------|--------|--------------------------|--------------------------------------|--------------------------|

For Card Payments only please complete Details Below. After filing the Form in please read Regent Visas Ltd disclaimer and kindly sign the form.

|              |                      |                      |                      |                      |                      |                         |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| CARD NUMBER  | <input type="text"/>    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| NAME ON CARD | <input type="text"/> | EXPIRY DATE          | <input type="text"/> | SECURITY NUMBER      | <input type="text"/> | REGISTERED CARD ADDRESS | <input type="text"/> |

By signing below I agree that Regent Visas Ltd, will not be held liable for any delays or losses due to a third parties actions incurred from the point of receipt of your documents, up to and including the return of your documents and passports. And also give authorisation to charge a variable amount to my credit/debit card.

SIGNATURE:

DATE:

PRINT NAME: