

Please read carefully!!!!

Russian Visa Application - Step-by-Step Guide

(Worldcup Chaykovsky – Jan 3rd - 5th 2013)

Deadline for request 24th of October, 2013.

The Organizer provides visa support for the participants of the competitions, who need an invitation to apply for a visa. Below you will find our 'Visa Application Guide' created for your reference*.

* *Details may vary from country to country. Please, enquire about laws/regulations which may be valid in your case.*

Visa Procession times: Normal procession time is 1 to 2 weeks. However, it can take even 1 month.

Invitation Procession times: We will do our best to handle your applications as fast as possible, but beware of the fact that visa support processing may in some cases take several days. Since your original travel passport is always a part of the application package, we would kindly advise you to plan your visa application process considering your own season schedule.

Here is the description of the application process step-by-step:

Step 1 - Information

Check specific regulations applying to the citizens of your home country and to the applicants of the Russian consulate you will apply at. Contacts of Russian consulates can be found via the [MFA website \(www.mid.ru\)](http://www.mid.ru)

Keep in mind that you can apply for a visa in the country of your citizenship only (or in the country you live and you have a working permission for).

For EU citizens only: you may ask us check the possibility of applying for a visa in other **European** country- (rules are different for different European countries)

Step 2 - Invitation

To request a visa invitation (visa support), please, send the e – mail to Ekaterina Sukhanova suhanovaekaterina@yandex.ru (and copy to Sabine Meinel sab@weltcup-b.org) with filled «Visa info sheet» form (attached) in **excel or word format** and Passports' scan copies of all potential participants.

Step 3 – Application

Prepare visa application package(s): fill out consulate application forms, collect necessary documents as stated on the consulate website, and pay the consular fee. Then submit the complete package(s) to the consulate.

Application package check-list:

- **Invitation** – (or visa support) a letter you obtain and receive from the OC. *Attention: no reference/ telex numbers needed (except for USA, Canada, Japan, and Korea)!*

- **Passport** – original, no copies, due to visa rules passport should be valid not less than 6 months from the date of expiry of the visa, containing at least one clear page
- **Passport-size photograph** – recent, good quality – check the consulate website for other requirements
- **Visa application** – filled out complete – download from the consulate website - <https://visa.kdmid.ru/PetitionChoice.aspx>
- **Consulate-specific documents** – like insurance etc. – check the consulate website for specific regulations.

Insurance – if needed is a travel insurance valid on the territory of the Russian Federation covering sports-specific risks, medical treatment and transportation from abroad costs. Make sure that insurance company is approved by your consulate. A list of such companies is normally published on consulate websites.

Application FAQ:

Application form questions:

1. **Purpose of visit** (Q #7) is **Sports Competitions**
NOT TOURISM(!) – this is extremely important for you and the OC
2. **Category and type of visa** (Q #8) is **Ordinary Humanitarian**

For EU citizens (*with visa invitation letter*):

3. **Name of host organization** (Q #13) is the **Federation of Ski Jumping and Nordic Combined of Russia.**

Attention! You do NOT need *reference* or *telex numbers*, *hotel* or *tourist agency vouchers* since the purpose of your visit is not “Tourism”. For the same reason we ask you *not* to apply for your visas via travel agents.

For non-EU citizens– special regulations may apply, for example: US, Canadian, Japanese, Korean citizens complete a different longer application form and pay a different fee. (*with reference or telex numbers - it will become valid not early than 45 days before the date of your visit*).

3. **Name of host organization** (Q #13) is the **Olympic Committee of Russia.**
Attention! You need *reference* or *telex numbers* (*you'll not get a invitation letter!!*), and DO NOT NEED *hotel* or *tourist agency vouchers* since the purpose of your visit is not “Tourism”. For the same reason we ask you *not* to apply for your visas via travel agents.

Important

All difficulties in regard to the communication with Russian consulates are to be reported to the OC immediately.

Once you receive your passport(s) from the consulate, please, check if all the data in the visa is correct and **inform the OC** by means of a phone call or an e-mail.

We are ready to help you with any questions/problems you may have. Please, send an e-mail to Ekaterina Sukhanova suhanovaekaterina@yandex.ru (mob. +7 915 342 9697)

We will support you after deadline but we not guarantee you will get your visas in time!

Thank you for your cooperation!