

Invitations to Russia

Tourist Invitations and Business Visa Authorization

Andrews Travel House is able to assist you obtaining letters of invitation for both Business and Tourist trips (unfortunately we are unable to help obtaining any other kind of invitation).

For obtaining the visa as well as the invitation, please refer to our order form and the information in the sections below.

Processing your application commences the day after information and payment have both been received.

This service is available worldwide; please inform us if you would like to apply for visa at a consulate not in the London. Please check with your nearest Russian consulate for any additional documents they may require.

The consulate requires original copies for (paper) Multiple Entry invitations; therefore a DHL fee of £45+VAT will apply to all multiple entry invitation options.

For Tourist invitations we will only require a copy of our order form completed and sent to us, these can usually be issued within half an hour, for some nationals this can take longer and will cost more than advertised on our order forms or website, this is outlined in more detail below.

For Business invitations we will require copy of our order form completed, signed and sent to us along with a **clear** copy of the traveler's passport, again some nationals will find it takes longer and costs more than is advertised on our order forms or website, this is outlined below.

Please send the form and passport copies to london@andrews-consulting.co.uk or fax it to 0207 727 2848, alternatively send a hard copy directly to our offices. An email containing clear scanned documents is preferable.

All Prices and processing speeds can be found on the form and at the end of this document.

Nationals who may have difficulty with obtaining invitations

Nationals of EU countries (excluding Ireland, the UK and Denmark) will not be able to order the 5 working day processing speed, the fastest available is the 7 working day service. This is also the case for nationals born in certain countries but the list is too extensive to list here.

Nationals of the below countries will find that the cost of an invitation (if we are able to help) will cost more and may take longer, please contact us for more information.

Nationals of the Countries below will also be required to send a copy of their UK residence permit (only residence permits are accepted no other kind of UK visa) in order for us to apply for an invitation:

Algeria	Ethiopia	Rwanda
Angola	Georgia	Somalia
Afghanistan	India	Sri Lanka
Bangladesh	Iran	Syria
Chad	Iraq	Turkey
China	Lebanon	Vietnam
Cote D'Ivoire	Nepal	

Nationals of Countries that we will not be able assist with obtaining an invitation:

Pakistan	Nigeria	North Korea
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Invitation Types and their Specifications:

Tourist Invitations

A tourist invitation is often referred to as “a tourist voucher and confirmation”, this is issued by a Russian travel agent and they must have an official tourist license and be registered with the Russian Ministry of foreign affairs to assist with visa support; a list of authorised travel agents is available from the Russian Consulate. There are two parts to this, both will be stamped by the travel agent and they will have a four digit reference number. E.g. 0123.

When hotels issue these they quiet often have a travel agent they use or their own travel agency for this purpose so it is not unusual to find the invitation from a hotel is from a company that doesn't seem relevant to the hotel.

Here is an example of what one should look like; they will vary quite a lot from each supplier so please use the below as a rough guide to how one should look:

ПОДТВЕРЖДЕНИЕ № 9944 о приеме группы иностранных туристов		TOURIST VOUCHER ТУРИСТИЧЕСКИЙ ВАУЧЕР № 9944	
Кратность визы: <u>однократно</u>		TO Кому:	Somebody, Nobody Кому-то, Никому
Гражданство: <u>Великобритания</u>		REFERENCE ИДЕНТИФИКАЦИОННЫЙ	1218 - 31205
Выезд с: <u>01.01.2007</u>	Выезд до: <u>30.01.2007</u>	FROM - ПО СРОК ПРЕБЫВАНИЯ	01.01.2007 - 30.01.2007
Фамилия: <u>Смит</u>		SERVICES:	
Имя, Отчество (полное): <u>Майкл</u>		УСЛУГИ:	
Дата рождения: <u>10.10.1980</u>	Пол: <u>мужской</u>	- TRANSFER ТРАНСФЕР	Перевозки 2 -> Гостиница Космос
Номер паспорта: <u>012345678</u>		- HOTEL ГОСТИНИЦА	-> Перевозки 2 Гостиница Космос, Москва
Цель поездки: <u>туризм</u>		- EXCURSION ЭКСКУРСИИ	Обзорные экскурсии
Маршрут и места размещения: <u>Гостиница Космос, Москва</u>		COMPANY Организация:	<u>туристическая фирма "РОЯЛ-ТУР" ООО</u>
Промоциональная организация, её адрес, № референса: <u>"РОЯЛ-ТУР" ООО, 28/12/18</u>		- Государственный Ресурс Представител РФ	- номер 20821
Дополнительные сведения:		- Туристическая компания	- номер 19531 от 29.10.02.
		- Консульская Служба МИД РФ	- номер 38613
		- Консульский Референс (для подтверждения)	- номер 1218
	Подпись: _____ Дата: <u>09.02.2007</u>		Директор "РОЯЛ-ТУР" ООО

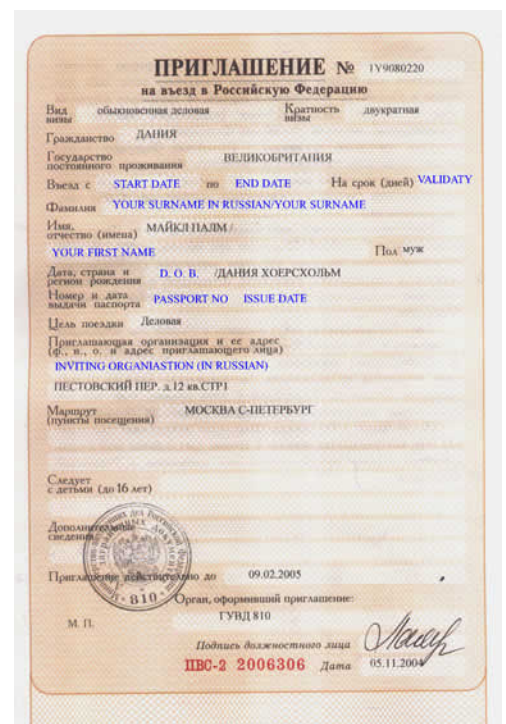
Business and other invitations issued by the Russian Migration Authorities.

All business visas require authorisation from the Russian Ministry of Internal Affairs or Ministry of Foreign Affairs. The Ministry of Foreign affairs issues these as a special form and passes them to the Russian company inviting the individual, who in turn pass it on to the applicant so they can apply for their visa.

There are two types of invitation available in the UK – Paper invitations and telexes, telexes are sent directly to the consulate and the client will receive a telex number to confirm that this has been sent. It is important that we have this number in order to apply to the consulate.

If you are issued with a paper invitation it will look like the example to the right, if you do not have one that resembles this or you do not have a telex number then it is very unlikely that it is the correct documentation.

Business invitations are the most common, but in fact invitations issued for any purpose other than tourism will either resemble the invitation to the right or be telexes, e.g. employment, private, cultural visits etc.



ПРИГЛАШЕНИЕ № 1У9080220
на въезд в Российскую Федерацию

Вид визы: обыкновенная деловая Кратность: двукратная
Государство постоянного проживания: ВЕЛИКОБРИТАНИЯ

Выезд с: START DATE по END DATE На срок (дней): VALIDATE

Фамилия: YOUR SURNAME IN RUSSIAN/YOUR SURNAME

Имя, отчество (имена): МАЙКЛ ПАЛМ Пол: муж

Дата, страна и регион рождения: D. O. B. ДАНИЯ ХОЕРСХОЛЬМ

Номер и дата выдачи паспорта: PASSPORT NO ISSUE DATE

Цель поездки: Деловая

Приглашающая организация и её адрес (ф., в., о. и адрес приглашающего лица):
INVITING ORGANISATION (IN RUSSIAN)
ПЕСТОВСКИЙ ПЕР. д.12 кв.СТР1

Маршрут (путевка, посещение): МОСКВА С-ПЕТЕРБУРГ

Следует с детьми (до 16 лет): _____

Дополнительные сведения: _____

Приглашение действительно до: 09.02.2005

М. П. _____ Орган, оформивший приглашение: ТУВД 810

Подпись должностного лица: _____
ПВС-2 2006306 Дата: 05.11.2004

Russian Visa Requirements

All Nationals

- Passport (must have 6 months validity left on it past the proposed visa expiry date).
- 1 passport size photo (colour computer print outs are not accepted).
- Application form (this must be filled in online on the visa centre's website - <https://www.visaservices.co.in/russia-uk/>)
- ATH order form.
- Both the consulate application form and our ATH order form must be fully completed and signed – failure to do so may cause delay to your application.

- Nationals of countries in the below table must have a residence permit in order to apply at the consulate in the UK.

Afghanistan	Georgia	Pakistan
Algeria	India	Rwanda
Angola	Iran	Sri Lanka
Bangladesh	Iraq	Somali
Chad	Nepal	Syria
China	Nigeria	Turkey
Ethiopia	North Korea	Vietnam

- Nationals of countries in the below table must prove they have UK residence either in the form of a stamp or visa in their passport. EU passport holders will not have this and they may provide a Utility bill, Bank Statement (or equivalent) that covers a three month period, the latest of which should be less than a old (this must show their UK address), they may also have a company letter stating how long they have been working for the employer.

Albania	Hungary	Norway
Austria	Iceland	Oman
Bahrain	Ireland	Romania
Belgium	Japan	Sierra Leone
Bulgaria	Latvia	Slovenia
Croatia	Libya	Saudi Arabia
Denmark	Lithuania	South Africa
Egypt	Luxembourg	South Korea
Estonia	Macedonia	Spain
Finland	Mali	Switzerland
Germany	Mexico	United Arab Emirates
Greece	New Zealand	Venezuela

For French nationals:

- Last three months bank statements.
- Flight bookings.

- Nationals of Schengen states (see below table) must provide proof of insurance (medical or travel).

Austria	Greece	The Netherlands
Belgium	Hungary	Norway
The Czech Republic	Iceland	Poland
Denmark	Italy	Portugal
Estonia	Latvia	Slovakia
Finland	Lithuania	Slovenia
France	Luxembourg	Spain
Germany	Malta	Sweden

For Children under 18:

- Copies of both parents passports.
- A letter of consent signed by both parents, addressed to the consulate.

For Private Visas:

- An official original invitation (brown A5 paper) issued by the Russian migration authorities.
- A letter from the person or company inviting the traveller.

For tourist visas:

- Hotel voucher/confirmation.
- If they have a lot of Russian visas in their passport there is a high chance they will be asked for a letter from their employer explaining that they are in fact going for a holiday and that it is not related to their work.

For Business/Commercial/Cultural visas:

- Official Letter of invitation issued by the Russian migration authorities (brown A5 paper, or telex, usually in the form of an email containing a 6 digit reference number) this must be the original or a telex if it is for multiple entries, otherwise a clear fax or email is fine.
- UK company letter, addressed to the consulate and dated, must state that the traveller is travelling for business, has insurance and enough funds for accommodation and flights, this must also state the name of the inviting organisation. If self employed; a letter from yourself and your last three months bank statements.

For Work/Employment:

- An official original invitation (brown A5 paper) issued by the Russian migration authorities.
- Copy of HIV test taken within three months, this can be taken in either the UK or Russia.
- Letter of support from either the UK or Russian company, addressed to the consulate and dated, must state that the traveller is travelling for work or employment, has insurance and enough funds for accommodation and flights; this must also state the name of the inviting organisation.

For Journalists:

- Must have a telex from Russia, we are not authorised to provide this, they must organize this themselves.
- UK company letter, this must be addressed to the consulate and dated, must state that the traveller is travelling for journalistic purposes, has insurance and enough funds for accommodation and flights; this must also state the name of the inviting organisation.

For accompanying family members:

- Letter of invitation issued by the Russian migration authorities (brown A5 paper or telex).
- Letter of support from the UK (or Russia in the case of employment), this must be addressed to the consulate and dated, must state that the traveller is accompanying their relative who is travelling for business/work or employment, has insurance and enough funds for accommodation and flights; this must also state the name of the inviting organisation.
- HIV test (for anyone over the age of 14 applying for Work/Employment visas i.e. a wife/husband/child).

If you are unemployed or self-employed (working from home) or a director of your own company:

- Provide your last three months bank statements - if they are online statements you will also be required to provide proof of your address with a recent utility bill, there must be a minimum of £100 per day of your proposed stay in Russia.

If you had Russian citizenship or were born in Russia after 1992 you must either:

- Show evidence that you no longer have Russian citizenship; if you no longer have Russian citizenship then the Russian Government would have issued you documents to that effect.
- Or travel to Russia on your existing Russian passport, or apply for a new Valid Russian passport.

Russian consulate processing speeds and charges

The consulate will process most applications in either 2 or 6 working days. The costs are outlined below, they charge relative to the amount of entries and nationality – not by the length or type of visa. They now use a private company to accept the applications which also incurs a fee as below:

- UK nationals can refer to the table below; the exceptions follow this table:

Entries on the Visa	Costs	
	2 working day service	6 working day service
Tourist (or private) Single	£100	£50
Tourist (or private) Double	£130	£65
Business (or work) Single	£200	£100
Business (or work) Double	£250	£130
Business (or work) Multiple	£300	£200

- All other nationals should refer to the visa centre's website for the charges as they now vary a lot from country to country <https://ru.vfsglobal.co.uk>

- Nationals in the below table must provide their residence permit or permission for continuous stay in UK for over 90 days or their visas will be processed at the speeds below for the same price as a 6 working day service.
- EU passport holders will not have this and they may provide a Utility bill, Bank Statement (or equivalent) that covers a three month period, the latest of which should be less than a old (this must show their UK address), they may also have a company letter stating how long they have been working for the employer.

Country	Consulate processing times
Australia	10-14 days
France	10-14 days
Israel	10-14 days
Italy	10 days
The Netherlands	10 days
Turkmenistan	10-14 days
USA	10-14 days

ATH Agency fees for Russian Visas

ATH will charge the following agency fees for processing the visa at the consulate:

Entries on the Visa	Costs	
	2 working day service	6 working day service
Single	£84+VAT	£59+VAT
Double	£84+VAT	£59+VAT
Multiple	£84+VAT	£84+VAT

ATH invitation fees and processing times

(All prices are exclusive of VAT)

TOURIST

£45 (These can be issued the same day.)

BUSINESS

Working Days Required

Validity and Entries	5	7	10	12	14	21
Single 1 month	£179*	£159	£139	£109	£79	
Single 3 months	£189*	£169	£149	£119	£99	
Double 1 month	£199*	£179	£159	£129	£109	
Double 3 months	£209*	£189	£169	£139	£119	
Multiple 6 Months					£309**	£239**
Multiple 1 year					£389**	£309**

Nationals of certain countries (non UK) may find that the charges/speeds vary from the advertised prices – please either refer to our information sheets or contact us for more details.

* These are not available for citizens of the EU (excluding UK, Ireland and Denmark) This is also the case for nationals born in certain countries but the list is too extensive to list here, please call to confirm this.

** The Russian consulate requires the original invitations for multiple entry visas so per order there will be an additional charge of £45+VAT to cover our courier costs.

Visa Centre Fees

We now also have to pay the visa centre (the privatized counter service for the Russian Embassy) £22+VAT for a 6 day service or £28+VAT for a 2 day service.